

Crowmarsh Gifford Primary School
Acceptable Internet and ICT use for Pupils in Key Stage 2

We use laptops, iPads, the Internet and ICT equipment at school for learning. These rules will help us to be fair to everyone and to keep everyone safe.

- I will only enter a website that my teacher has said I may use. I will ask permission to enter any other website.
- I will not download any files without permission from my teacher.
- I will not copy any work from the Internet and use it as my own.
- I will only use my own log-in and I will not share my log-in details with anyone. I will always log-off when I have finished with a laptop.
- I can only use school laptops and ICT equipment if I am being supervised by an adult.
- I will not look at or delete any files belonging to someone else.
- I will not bring a USB stick into school. I can use my school email to send documents to myself for use in school. I will ask someone at home to email any homework tasks to my teacher.
- I will only email people that I know or that my teacher has approved. I will ask permission before opening an email from someone that I do not know.
- Any emails that I send will be polite and sensible. When sending an email, I will not give my home address or phone number and I will never arrange to meet someone that I do not know.
- I will not go on chat rooms or social network sites e.g. Facebook in school. Any home access must be responsible and I must consider how my comments could make other people feel.
- If I see anything on a website that I am not happy with I will tell the teacher immediately.
- I know that the school can check the Internet sites that I have visited. I understand that my computer files and email can be monitored.
- I will not deliberately cause any damage to school computers or ICT equipment.
- I understand that if I deliberately break these rules, I could be stopped from using the school network, laptops, iPads, Internet, email and ICT equipment.

Name of pupil _____ Class _____

I understand these rules and I agree to follow them at all times.

Signed _____ Date _____

As parent or guardian, I agree to support these rules and I understand that if he/she does not follow these rules, Internet/ computer access will be removed and I will be informed.

Parent/ guardian signature _____ Date _____