

Howitt Primary Community School

Computing Acceptable use Policy

Howitt Primary Community School is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to online safety rules is important.

This is to be obtained once a year. To ensure clarity, the online safety rules appropriate to the age of the pupil will be included with the letter to parents.

Years 3, 4, 5 and 6

Think then click

Online Safety Rules for Key Stage 2

- **I will ask permission before using the Internet.**
- **I will only use Computing in school, for school purposes.**
- **I will not access social media, or sites which are not age appropriate.**
- **I will only delete my own files.**
- **I will make sure that all computing contact with others is responsible, polite and sensible.**
- **I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find something like this I will tell an adult.**
- **I will be responsible for my behaviour when using computing devices. I know these rules are here to help keep me safe in and out of school.**
- **I immediately close any webpage I am not sure about and inform an adult.**
- **I only e-mail people an adult has approved.**
- **I send e-mails and attachments that are polite and friendly.**
- **I never give out personal information of my own or other such as name, phone number, home address or passwords.**
- **I never arrange to meet anyone I don't know.**
- **I do not share passwords with other people**
- **I do not open e-mails sent by anyone I don't know.**
- **I will be aware of 'stranger danger', when I am communicating on-line.**
- **I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.**

- **I will not take or distribute photos of someone without their permission.**
- **I do not use Internet chat rooms.**
- **When I am using the internet to find information, I should take care to check with an adult that the information that I access is accurate, as I understand that the work of others may not be truthful and maybe a deliberate attempt to mislead me.**
- **I understand that the school also has the right to take action against me or contact my parents if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school.**
- **I know that my use of computing can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety in school or at home.**

**Howitt Primary Community School
Online Safety Rules**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the online safety rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school online safety rules.
- I will use any tablets, iPads, or any other device with access to the internet including new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school online safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials through regular monitoring and filtering.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school office.

Howitt Primary Community School



Pupils' Computing Acceptable Use Policy Agreement - Key Stage 2

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change

Agreed by Governing Board on.....

Signed.....

To be reviewed.....