



Code of Practice

Acceptable Use of the Internet and Digital Technology for Pupils

Pupil's Name: _____ **Class:** _____

Children should know that they are responsible for their use of the Internet and digital technology in school and that they must use it in a safe and appropriate manner. They must also realise that this agreement extends to the use of any technology or device on school premises, whether personally or school owned.

Please discuss these guidelines with your child and stress the importance of the safe use of digital technology, including the Internet.

As a pupil at Victoria Park Primary school, I agree that:

- I will take very good care of all equipment I use in school, treating it with respect.
- On the C2k network and any other appropriate apps, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before accessing any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I will only send e-mails in school when directed by my teacher using my C2k email account. I will make sure that the messages I send are polite and responsible.
- I understand that I am not allowed to access any private email accounts I may have whilst in school.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail or communicating digitally.
- When sending an e-mail I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter internet chat rooms while in school.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks or CD-Roms from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/emails and may monitor the Internet sites that I visit.
- I understand that I must not use my mobile phone whilst on school premises. If I bring a phone to school, it must remain switched off and in my school bag, and that it remains my responsibility. The school accepts no responsibility for it should it go missing or get damaged.
- I understand that I should not bring wearable technology, such as Apple watches, to school.
- I understand that I am not allowed to bring my own personal devices to school without the prior permission of the Principal/ICT Co-ordinator and that I must not try to connect any device to the school's networks.
- I understand that if I deliberately break these rules I could be stopped from using the internet/e-mail/digital technologies, my Parent/Guardian will be informed and sanctions will apply.
- I understand that the school computer/iPad systems log and monitor my use of the devices.

Parents/Guardians

As noted in the school's Online Safety and Acceptable Use Policy, both parents and staff have an important role to play in educating children on how best to use digital technology safely. As parents, it is important to seek to monitor and protect your child's online activity at home. We all, parents and teachers, should remember that we are important role models in the lives of our children. We must all remember that any digital communication, such as social networks, are still subject to the rule of law. We must work together in partnership to educate our children and keep them safe online.

Signature of Pupil _____

Signature of Parent/Guardian _____

Date _____