Twyford St, Mary's Primary School
KS2 Computer Use Rules
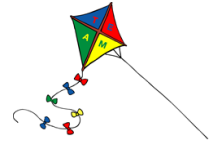
Twyford St. Mary's Primary School has some rules to follow when using a computer. These rules are designed to keep everyone safe. They will be discussed at the start of each academic year but if you are unsure about anything then please speak to a teacher.

General Use and Behaviour	✓ I will only use the school computers for schoolwork and home learning. ✓ If I am not sure about ANYTHING I will ask a responsible adult. ✓ If ANYTHING I see upsets me I will tell a responsible adult. ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe. ✓ I know that my use of ICT can be checked and that my parent/ carer can be contacted if a member of school staff is concerned about my e-Safety.
Passwords	✓ I will keep my logon and password secret from anyone except my teacher and parents. ✓ I will only use *my own* logon and password when using a computer. ✓ I will log off properly after I have finished with the computer.
Email	✓ I will only email people I know or someone a responsible adult has told me to email. ✓ I will think carefully about what I write and make sure it is polite and sensible. ✓ I will not open attachments without my responsible adult's permission.
Internet	✓ I will only look at websites approved by a responsible adult. ✓ I will not attempt to access unsupervised/unauthorised chatrooms. ✓ I will not arrange to meet anyone unless this is part of a school project approved by my teacher and a responsible adult comes with me. ✓ I will not attempt to visit Internet sites banned by the school.
Images	✓ I will only use appropriate images for the topic being studied. ✓ I will only use images of children when approved by a responsible adult and with the permission of the person in the picture. ✓ If I see any pictures which are inappropriate or upset me I will tell a responsible adult.
Information (Data Security)	✓ I will only edit or delete my own files and not look at, or change, other people's work. ✓ I will keep my personal information (name, email address, home address, phone number, etc.) safe from other people. ✓ I will not use portable media (memory sticks) without the permission of a teacher.

I understand and agree to follow all the ICT e-Safety rules and use the computers in a sensible and safe manner at all times. If I am unsure of anything then I will speak to a teacher immediately. I understand that if I break any of these rules then my access to the school network may be withdrawn.

Name: _____   Signed: _____

Date: _____

<u>Pupil/Parents Agreement</u>

We have discussed this document with my child and they agree to follow the rules outlined above. We understand that any breaches of these rules may result in their access to the school network being withdrawn.

Parents Name: _____

Parents Signature: _____