Pennoweth Primary School KS2 Pupils
Code of Conduct for ICT and e-safety

We use the school computers and Internet for learning.
These rules will help us to be fair to others and keep everyone safe:

- I will ask permission before entering any Website, unless my teacher has already approved that site.

- I will use only my own login.

- I will be aware of 'stranger danger', when I am communicating on-line. The messages I send will be polite and sensible.

- I will not look at or delete other people's files.

- When sending e-mail, I will not give my home address or phone number, or arrange to meet anyone in person.

- I will not disclose or share personal information about myself or others on-line.

- I will use hector and tell a teacher/adult immediately if I find anything that upsets me when using search engines (Learning Alive, Google).

- I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- I will not take or distribute images of anyone without their permission.

✓ If I receive messages I do not like, I will use hector and tell a teacher, adult immediately.

✓ I know that the school may check my computer files and may monitor the internet sites I visit.

✓ I will be respectful towards our ICT equipment.

✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.

✓ I will not bring in any software (CD ROMs, Videos) in from home without having permission first.

✓ I will not bring in my personal mobile/hand held/external devices (mobile phones/USB devices etc) into school unless my parent or guardian has requested this for a particular reason and I have permission from the Head Teacher to do so. If my mobile phone is in school, I will follow the rules set out in the Code of Conduct and hand the device into the school office where it will be kept until the end of the school day.

✓ I will not download images that are illegal or may cause offence to others, nor try to bypass the filter system to access them.

✓ I will not install or attempt to install programmes of any type on a machine, nor will I try to alter computer settings.

✓ I will not use chat rooms or social networking sites (e.g. Facebook, Bebo in school.)

I understand that I am responsible for my actions, both in and out of school:

✓ I understand that if I do not follow the rules in this Code of Conduct, my school has the right to take action against me and there will be consequences. Consequences may include the loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police.

I have read and understood the above and agree to follow these guidelines when:

✓ I use the school ICT systems and equipment.

✓ I use my own equipment when I have asked for permission, eg. cameras, USB sticks, mobile phones, PDA's etc.

✓ I will abide by the schools code of conduct when using the school VLE, accessing school emails or using the school web site from home.

Pupil Name: _____

Class: _____   Year: _____

Signature: _____

Date: _____