



COMPUTER & INTERNET USE IN SCHOOL

Date of Review:	September 2024
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This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

COMPUTER & INTERNET USE IN SCHOOL

The school has installed computers with Internet access to help our learning.

These rules will help keep us safe and help us be fair to others.

USING THE COMPUTERS:

- I will only access the computer system with the Username and Password I have been given;
- I will not access other people's files;
- I will not bring in Pen Drives (USB Data Sticks) or data devices from outside school and try to use them on the school computers without my teacher's permission.

USING THE INTERNET:

- I will ask permission from a teacher before using the internet;
- I will only go onto the internet sites my teacher has given me permission to use;
- I will report any unpleasant material to my teacher immediately because this will help protect other children and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give any personal information, e.g., my full name, my home address or telephone number when completing forms.

USING MY-SCHOOL, GOOGLE CLASSROOM, GOOGLE MEET OR TEAMS, CLASS DOJO AND C2K SCHOOL E-MAIL ACCOUNT:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other children and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send/post will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside school hours.