



St. Keverne Primary School  
School Hill  
St. Keverne  
Helston  
Cornwall  
TR12 6NQ

Tel: 01326 280539  
Acting Headteacher: Mrs W Sherlock

Dear Parent/Carer

### **Rules for the Responsible Use of the School Computers and the Internet**

As you will be aware, computing and the use of the internet is an important element within the School curriculum. The use of computers and the internet is being actively encouraged by the Government and the Keskowethyans MAT has a variety of computers and tablets available for use by the children.

The Keskowethyans MAT has put in place a Code of Conduct to regulate the use of computers and tablets by pupils and staff and to protect pupils in relation to the use of the Internet.

This policy has been approved by the Keskowethyans Board of Directors. We are sending you two copies of the rules. Please retain one copy for reference purposes and having read and discussed the rules with your child, please sign the declaration of compliance. This should be returned to your child's school as soon as possible. No child will be given access to the computers until a declaration of compliance has been received.

Yours sincerely

Wendy Sherlock  
Acting Headteacher





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*Please retain this document for future reference*

### **Rules for the responsible use of the school computers and Internet.**

The Keskowethyans MAT recognises the importance of the Internet, and children have Internet access to assist their learning.

These rules will keep everyone safe.

- **I will always ask permission from a member of staff before using the Internet**
- **I will only use the computers for school work** (unless given specific permission by a teacher)
- **I will not access other children's folders** (if I am asked to, I will tell a teacher)
- **I will not use or check my home e-mails**
- **I will not bring CDs or DVDs from outside of school unless I have been given permission**
- **I will only email people I know, or people approved by my teacher**
- **The messages I send will always be polite and responsible**
- **I will only open attachments to e-mails that come from someone I know and trust**
- **I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission**
- **I will report any unpleasant material received or messages sent to me. I understand my report will be confidential and would help protect other pupils and myself**
- **I understand that the school may check my computer files and may monitor the Internet sites I visit**



Please read these rules carefully with your child and discuss them.

**The declaration of compliance at the bottom of the page should be signed and this document returned to your child's school, as soon as possible. Teachers will remind pupils of these rules.**

**Rules for the Responsible Use of the School Computers and Internet.**

The school recognises the importance of the Internet and children have Internet access to help their learning. These rules will keep everyone safe.

- I will always ask permission from a member of staff before using the Internet
- I will only use the computers for school work (unless given specific permission by a teacher)
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NAME OF PARENT: \_\_\_\_\_

Name OF PUPIL/S: \_\_\_\_\_

**DECLARATION OF COMPLIANCE**

I have discussed these rules with my child/children and wholeheartedly agree to comply with them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

