



## Acceptable computer use policy for children at school

St Mawes Primary School provides computers for use by children, offering access to a vast amount of information for use in the classroom. Computers are a fantastic resource and offer great potential to support the curriculum. The computers are provided and maintained for the benefit of the children and they are encouraged to use and enjoy these resources. We encourage the children to be responsible for good behaviour with the resources and on the internet.

### Equipment

- Only use the computers for educational purposes.
- Take care when using a computer and make sure you do not damage it.
- Protect the computers from spillages by eating or drinking well away from the equipment.
- Never attempt to install a program of any type onto the computer.
- Do not bring files into school on removable media (CDs, memory sticks, etc) as they may contain viruses.

### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Never reveal your home address, telephone number or any other personal information to anyone on the internet.
- Staff may look at your work and files to ensure that you are using the system responsibly.

### Internet

- You should only access the internet while in the classroom with a member of staff.
- You should only access suitable and appropriate material on the internet.
- You should never use a 'chat' room on the internet while in school.

### Email

- Be polite and never say or do anything inappropriate.
- Only open attachments to emails if they come from someone you already know.
- If you receive an email or see something that you think is not acceptable you must tell a member of staff immediately.

## Remember the Click Clever Click Safe Code:



Keep your personal stuff private and think about what you say and do online



Block people who send unkind messages and don't open unknown links and attachments



Flag up with someone you trust if anything upsets you

**Please read the above carefully. Access to computers and the internet is a privilege and inappropriate use will result in that privilege being withdrawn.**

I have read and discussed the above with my parent/guardian. I understand what I have read/has been read to me and agree to use the school computer facilities within these guidelines.

Child's Signature: \_\_\_\_\_

I have read and understand the above.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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