



Cookham Rise Primary School Information Technology Acceptable Use Policy for Pupils



Information Technology Acceptable Use Policy for Students

Cookham Rise Primary School uses technology to help us SHINE as digital learners, creators and collaborators! We use iPads, computers, robotics and the Internet in our lessons, at school and at home.

Everyone using technology needs to be ready, respectful and safe. These guidelines will help us all work together and look after each other. All children in Key Stages 1 and 2 are expected to read and sign this agreement.

- I will be respectful, kind and sensible in all my electronic communication. This includes using formal English in comments and messages on Teams and Seesaw
- I will only use my own login and password and I will keep my password secret
- I will not look at, change, or delete other people's settings or files
- I will only use technology and the Internet in school for schoolwork and homework
- On shared devices, I will not change backgrounds or accessibility settings without an adult's permission
- If I use individual equipment, I will ensure my pen (if applicable) is stored in the case, headphones are in my drawer and that my device is put away securely at the end of each day. I will reset accessibility settings and delete personal content before returning the device.
- I will only search the Internet for content relating to my schoolwork
- I will only download music, images or videos with an adult's permission
- I understand that the school can check my computer files and the Internet sites I visit



- I will take good care of all ICT equipment and will tell an adult if something is not working correctly
- I will only bring a memory stick, phone or other hardware into school if it is named and with my teacher's permission.
- Only children in Years 5 and 6, who are walking to school independently, may bring a mobile phone. These must not be used in school or the playground and should be handed in and collected from the school office at the beginning and end of each day.
- I will keep food and drink away from any electronic equipment and out of the ICT suite
- I will only communicate with people that I know
- I will only use electronic communication that my teacher has approved, such as blogs and podcasts
- I understand I am responsible for anything I post on Seesaw/Teams and that my parents, carers and teachers can see my work and comments.
- I will not give out personal information including my home address or phone number, or arrange to meet someone, unless my parent or carer has given permission
- To help protect other people and myself, I will tell a teacher or other adult if I see anything I am unhappy with or receive a message I do not like.

Signed: _____

Name: _____

Class: _____ Date: _____