

How to stay safe using computers

Foundation & Key Stage 1

These rules apply at all times both in and out of lessons, whilst using school equipment.

	I will ask a teacher if I want to use a computer or iPad
	I will only go on websites that a teacher has said I can use
	I will look after the computer/iPad and other equipment
	I will keep drinks and food away from computers and iPads
	I will look after my own work on the computer/iPad at school
	I will only use the computers for school work
	I will only print things when the teacher says I can
	I will ask for help from a teacher or TA if I am not sure what to do or I think I have done something wrong
	I will tell a teacher or a TA if I see something that upsets me on the screen
	I will only share my passwords at school with my teacher
	I know that if I break the rules I might not be allowed to use the computer or iPads again in school

Remember that teachers can check anything that you do on the computer or ipad. You must follow these rules and make sensible choices. If you do not use the computer or ipad sensibly, the Headteacher may have to tell your parents or the police.

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Code of Conduct - Key Stage 2

This Code of Conduct applies at all times both in and out of lessons, whilst using school equipment.

	I understand that I am responsible for all of my work on the Tackley School computer network.
	I agree not to cause any damage or disruption to the school network, other people's data and files or the privacy of other users.
	I will respect the computing equipment and its environment at all times. <i>Food or drink will never be near electronic equipment.</i>
	I understand that access to the internet is provided to support learning and should only be used for schoolwork. Access to the internet is a privilege and sanctions will be taken against people who abuse this privilege.
	I will only share my passwords and log-in details with my teacher at school.
	I understand that non-educational games are not schoolwork. <i>These are not to be accessed during school hours.</i>
	I will only print what is required for my schoolwork.
	I will save my work at least once every 10 minutes and keep a copy of my work in my own file on the computer network.
	I will report any misuse of equipment or the internet to a teacher in school.
	I will not give either my personal details or the personal details of any other person to anyone on the internet, or arrange to meet someone through contact made over the internet.
	I will not access websites that are inappropriate for a lesson or my age. <i>This includes all social media sites and messaging apps.</i>
	I will not download software or inappropriate files onto the school network. <i>This includes games, applications or music.</i>

Be aware that staff can monitor your files and emails and can check anything that you do on the computer network. Failure to follow this code will result in loss of access and further disciplinary action may be taken, which could include informing your parents or the police.