

# GOODWYN SCHOOL

## Digital Technology Acceptable Use for Pupils

These rules are for using technologies in school and when participating in remote lessons via video conference. They help us to be fair to others and keep everyone safe. Pupils in KSI & KSII (years 1 to 6) please complete and sign Agreement one ([Pupil's Agreement](#)) of the Acceptable Online, Social Media Agreements.

- I can use the Internet (at school or at home) if my parents agree.
- I must always ask permission from a teacher before using the Internet in school
- I can use the computers at break time and lunchtime if a teacher is nearby.
- I must keep my logins and password secret.
- I am responsible for taking care of the computers and ICT equipment.
- I must ask for help from a teacher or other suitable adult if I am unsure what to do or think I have done something wrong.
- I must not look at other people's files without their permission.
- I will only look at or delete my own files.
- I am not allowed to answer a Facetime call or reply to a text /chat message/e-mail at school (unless part of a lesson).
- I understand that I must not bring software etc. into school without permission.
- The messages I send will be polite and sensible.
- I will only e-mail people I know, or my teacher has approved within school.
- I understand that I must never give my home address, email address, phone number, or school and staff details or arrange to meet someone.
- I will never send photographs or videos to people that I don't know or trust (including chatting with others at home).
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- The same rules for "being kind" to each other apply to when calling, Texting, chatting or e-mailing with others. If someone is unkind, I must tell an adult straight away.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.
- I will switch off my devices at an appropriate time as discussed with my family.
- I will not bring my mobile phone, or personally-owned device into school. Any device brought into school will be held onto for the duration of the school day in the office.
  - This includes, but is not limited to, other electronic devices e.g. smart watches, Fitbits etc, that have functionality for internet, cameras, games and other applications.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use the school's computer system is or maybe taking place, or the system is or maybe being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

### Use of Video Conferencing for remote learning

- I will ensure an adult is within hearing distance for the duration of the call.
- I will be polite and respectful to others on the call.
- I will adhere to the same high behaviour standards as I would in class.
- I will follow the appropriate broader guidelines set out above whilst taking part in any learning via video conference.
- I will always take calls from suitable locations and dress appropriately.
- I will not bring a mobile phone to a live lesson.
- I accept that live lessons may be recorded for training and safeguarding purposes.