



The Willows Catholic Primary School

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Acceptable IT Use Policy - Pupils

At The Willows, we feel it is essential for our children to use the internet and computers safely, to enrich their learning. As a result, we have the following expectations to ensure children are kept safe whilst using any media-based technology in school. These are:

Using computers, laptops or iPads:

- I know that school has rules to help keep everyone safe.
- I know that school has rules that help us to be fair to everyone.
- School has computers, laptops and iPads to help me learn as best I can.
- I will look after any school property and treat it carefully.
- I will only go on the computers, laptops or iPads with login and password details that my teacher has told me I can use.
- I will not open, move, change or delete folders or files I have not created.
- I will not change any settings, including screen savers, backgrounds, themes or moving of icons.
- I will only use the computers, laptops and iPads for schoolwork and homework.
- I understand that school can check my computer files and the internet sites I visit.

Using the internet:

- School allows me to use the internet to help me learn, and I will follow the rules about using it safely.
- I know that I am only able to access the internet when a member of staff has said that I can.
- I will only use email and websites my teacher told me I can use.
- I will not try to access chatrooms or any other websites that require a login unless my teacher has allowed me to.

Staying safe (Online Safety):

- I will never tell anyone my password or login details. I can tell my parents what my login details and passwords are.
- I will only email people if my teacher or parents have said that it is ok, and I will only do this in school during a lesson.
- The messages I send will be polite and sensible.
- I will never tell anyone any personal details (my name, age, home address, telephone number, email address or any other personal details) to anyone.
- I will tell an adult that I trust if I am asked for any of these things.
- I will tell an adult if I see anything I am unhappy with or if I receive messages I do not like.
- I will never agree to meet anyone who asks me to and I will tell an adult I trust if somebody asks me to.
- I know I should report anything that I don't feel is right or makes me feel uncomfortable.
- I know that bullying, making nasty comments or intending to hurt someone online is unacceptable.

Using your MCAS account, please go to the Parental Consents tab to 'sign' this section.

