Larne & Inver Primary School

U.I.C.T. Code of Practice Agreement for Pupils and Parents

RULES FOR THE RESPONSIBLE USE OF COMPUTERS AND DIGITAL TECHNOLOGIES

Larne & Inver Primary School has a networked computer system, which is filtered and controlled by Classroom 2000 (C2K). This filtered system enables staff and children to share and store materials electronically and to access a limited number of Internet sites which are of educational value.

Children in Larne & Inver Primary School will only access the filtered Internet connection under strict supervision by their teacher and will therefore not have any opportunities to freely "surf the net". U.I.C.T. is an essential tool, which is used to promote and enhance all aspects of teaching and learning throughout the curriculum. It is therefore important that all children in Larne & Inver Primary School have the opportunities to benefit from the experiences gained by using these readily available resources.

There are many opportunities in Larne & Inver Primary School for children to use electronic toys such as BeeBots and to use digital cameras and iPads to acquire still pictures and video for presentation and display purposes. Children may also have opportunities 'bring in' their own devices and connect these to the C2k wireless network. *Children bring any electronic device into school at their own risk* and Larne and Inver Primary School will not accept responsibility for any damage or loss. Again, it is essential that these devices are used under strict guidelines and supervision.

The following rules will keep everyone safe and help us be fair to others.

- **I will take good care of the ICT Resources in school and use them responsibly**
- **I will access the C2k system with my login and password, which I will keep secret.**
- **I will not access other people's files without permission.**
- **I will only use the computers for school work and homework.**
- **I will not bring in any electronic device, software or pendrives/external hard drives into school without permission from my parents and teacher.**
- **I will not use my mobile phone in school**
- **I will ask permission from a member of staff before using the Internet.**
- **I understand that the school may check my computer files and may monitor the Internet sites I visit.**

Furthermore, children in Key Stage 2 classes will occasionally have opportunities to communicate with each other via email or video conferencing. These rules will again help to keep everyone safe and promote learning in a positive and creative way for all involved.

- **I will not use Internet chat-rooms, social networking sites or Virtual Learning Environments in school unless given permission to do so by my teacher and the Principal**
- **I will use ClassDojo appropriately should my parent(s) allow me to access it.**
- **I will always use language that is supportive and kind**
- **I will never give out personal information or passwords**
- **I will only ever use my C2k email address**
- **I will only e-mail people I know, or my teacher has approved.**
- **I will not open e-mails sent by someone I don't know.**
- **The messages I send will be polite and responsible.**
- **I will never provide my home address or telephone number, or arrange to meet someone.**
- **I will report any unpleasant material or messages sent to me.**
- **I will turn off my mobile phone and give it to my teacher each day.**
- **I will not connect my smart watch to any device when in school.**

Please read this Code of Practice (as appropriate) with your child, keep it in a safe place and sign the Data Capture Form.

HOME USE – ADVICE

As a primary school, it is our view that children should NOT be accessing social networking sites as this is against many of the social networking sites' rules and is also unwise practice for the e-safety of children of this age.

In addition to the curriculum content and activities which are delivered to children through a filtered system in school, we feel that parents MUST talk to their children about the potential dangers of being involved in social networking including **predators**, **identity theft** and **cyber bullying**.

It is our view that, when online, children of primary school age should be supervised at all times. There are many education websites linked to our own school website's 'Learning Zone'.

A copy of our e safety guidelines for parents is available upon request.

https://www.larneandinverps.co.uk/parent-area/e-safety-696/ *contains several websites and* **E Safety guides** *to help parents support and guide their children*