



Worle Village Primary School Acceptable Use Policy Foundation Stage



KALEIDOSCOPE
Multi-Academy Trust

Our ICT Rules

Our ICT rules help us to enjoy using computers and they keep us safe.

☺ I can use the computer or other equipment if I have planned to do so and in my learning.



☺ I will ask my teacher, or suitable adult, if I want to use a computer or other equipment.

☺ I will look after computers and equipment.

☺ I will only use activities that my teacher, or suitable adult, has told me to use.



☺ If I do not look after the computers and other equipment, I may not be able to use them.



☺ I will tell an adult if something comes up on the screen that I do not understand, or upsets me.



☺ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.



▪ **If I break the rules I will not be allowed to use the computers or equipment, and I may lose privileges like Golden Time.**

Some misuse may result in suspension, contact with parents and in the event of illegal activities involvement of the police.

Please complete the next page (page 2) to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, (website) etc.

Name: _____ Class: _____

Signed (child): _____ Signed (parent): _____

For your information:

Staff are allowed to take digital / video images to support educational aims, but must follow school procedures (within the acceptable use policy & the school's ESafety policy) concerning the sharing, distribution and publication of those images (our policy states that these images can only be used within normal school activities and any external publication of these will require parental consent prior to publication). Those images should only be taken on school equipment, the personal equipment of staff for such purposes is prohibited!