

Coteford Junior School pupil code of conduct for the use of technology

ICT can offer many positive educational and social benefits to young people, but unfortunately there are some dangers. Children and young people are vulnerable and may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. At Coteford, we value highly, the rich range of resources and experiences that the internet and other technologies can offer to both our staff and pupils. The use of the internet, web cams and e-mail is embedded into our schemes of work and enables us to teach and learn in ways that were previously unavailable.

As a pupil of Coteford Junior School, you must:

- respect all ICT equipment, hardware (including headphones) and software;
- be aware of and follow the safe use of technology guidelines taught throughout the school;
- be aware of the sanctions that are in place if these guidelines are not followed.
- treat others with respect when using the internet or other related technologies (no cyber-bullying of any type);
- keep your usernames and passwords safe and secret and you are not permitted to use anyone else's account, username and password on all learning platforms for any reason;
- when possible, use appropriate search engines when searching for material;
- report any incidents of ICT misuse within the school to a member of the teaching staff;
- any accidental access to inappropriate or banned content must be reported to a member of school staff;
- report any incidents of ICT misuse outside of school to a trusted adult ;
- seek help or advice from a teacher/trusted adult or an external link e.g. Childline if you experience problems when on line, or if you receive any content or contact which makes you feel uncomfortable in any way.

As a pupil of Coteford Junior School, you must not:

- bring USB sticks into school;
- bring any form of handheld device in school e.g., handheld computers, pen drives or games consoles;
- Mobile phones may only be brought into school with the permission of the headteacher and they must be stored in the office;
- knowingly e-mail malicious attachments into school or to others;
- send any kind of malicious message, image or web link via email or social media;
- try to access inappropriate material of any sort;
- try to access social media in school;
- involve yourself in any form of cyber-bullying – either as the perpetrator or as an accessory;
- Any offences relating to the use of the internet and related technologies will be dealt with by school staff, parents or carers may be informed and appropriate sanctions imposed.

We believe that it is important to model for pupils, and help them learn how to communicate respectfully with, and about, others online.

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

When communicating with the school via official communication channels, or using private/independent channels to talk about the school we request you are:

- Respectful towards members of staff, and the school, at all times;
- Respectful of other parents/carers and children;
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure.

We request parents to follow the schools' Social Media Code of Conduct for Parents.

we request that you do not:

- Use private groups, the school's social media accounts, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's social media accounts, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. Please ensure you contact the school and speak to the appropriate member of staff if you are aware of a specific behaviour issue or incident.
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers.

Please sign the individual consents on the next page, so that we can keep them on file for the duration of your child's attendance at Coteford Junior School.

Acceptable use of the internet and related technologies

I have read and understand the rules I must follow when using the internet and other related technologies.

Name: Class:

Signed: (Pupil) Parent/Carer

Date:

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Declaration for cameras at events

I understand that I may bring cameras (video and still) into Coteford Junior School and to school related events (e.g. school trips, sports matches) to take photos of my child(ren). The images taken are for my own use and will not be put on the internet, including social networking sites such as Facebook. I will not exchange them for money at any time.

Signed:

Date:

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Parentmail

We send all communication to parents via Parentmail. Please detail your email address below so that we can ensure you are set up to receive it.

Email address:

Thank you

Please return this page, completed and signed to the school office.