

## E-Learning Code of Conduct

As part of our curriculum, we encourage pupils to make use of educational resources available on the internet. Access to the internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums and galleries and other information sources from around the world.

Safeguarding our children is of the utmost importance. To guard against accidental access to materials which are inappropriate in school, St. Edmund's access the internet by means of Manchester Education Wide Area Network (MEWAN) this provides an appropriately filtered service. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

Therefore, because they access the internet, we would like all pupils to discuss the attached E-Learning Code of Conduct with their parents/guardians and then sign the enclosed policy acceptance form.

We believe that the educational benefits to pupils from access to the internet, in the form of information resources far outweigh the potential disadvantages.

During lesson time, teachers will guide pupils toward specific materials and educational resources. We also have 'Hector the Dolphin.' He is an icon which is on the screen when pupils are using the internet. We teach the children that if they are at all uncomfortable with anything they see or read, they should click on Hector. This immediately blocks the screen and pupils can then alert staff. Where pupils are given permission to access the internet outside lessons they must agree to access only those sites that are appropriate for use in school and use the E-learning resources appropriately.

Please read the attached 'ICT Acceptable Use Policy for Children' and ensure they have a good understanding of what it means.

Please also sign the 'E-Learning Code of Conduct' agreement on the Consent and Payments Form enclosed in this pack.

Thank you for your support in this matter.

## ICT Acceptable Use Policy for Children

### E-Learning Code of Conduct for Key Stage 1

You should:

- Always follow the instructions of your teacher.
- Keep any user name and password a secret.
- Always be nice and polite when you send messages to other users.
- Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the internet.

You should never:

- Send anyone a message which is not nice.
- Use bad language in a message.
- Used any other person's work or e-mail.
- Tell a stranger the following information:
  - Your name.
  - Your home address
  - Your telephone numbers
  - Any other personal information about yourself or any of your friends.

## ICT Acceptable Use Policy for Children

### E-Learning Code of Conduct for Key Stage 2

You should:

- Always follow the instructions of your teacher.
- Keep any user name and password a secret.
- Only use the internet when there is an adult in the room.
- Always be nice and polite when you send messages to other users.
- Click on 'Hector' the dolphin if you see something that you think is wrong.
- Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the internet.
- When you have finished using a computer you should always close it down properly following your teacher's instructions.

You should never:

- Send anyone a message which is not nice.
- Use bad language in a message.
- Used any other person's work or e-mail.
- Pretend to be another person.
- Set up accounts in another person's name.
- Tell a stranger the following information:
  - Your name.
  - Your home address
  - Your telephone numbers
  - Any other personal information about yourself or any of your friends.