APPENDIX 2: KS2 COMPUTING GOLDEN RULES

COMPUTING GOLDEN RULES
KS2

Please read the Golden Rules for KS2 below, then fill in the details at the bottom of the page and submit your agreement.



Use of equipment:

- I will only use school computers and tablets when I have been given permission by an adult.
- I will be careful when using school equipment to avoid any damage, especially when carrying laptops and devices or plugging them in or unplugging them (under adult supervision).
- I will only use the school equipment for school work, unless I have permission from an adult to do otherwise.
- I will only use programs and content which have been installed by the school.
- I will use tablets and iPads responsibly and I will not take photos or videos without permission.
- I will never try to change the settings of the computer or tablet.
- I will respect others' work and will only edit or delete my own files and will not look at, or change, other people's files without their permission.
- I will only use USB devices in school when given permission by my teacher.
- I understand that the school will check my use of the computing systems, e-mail and other digital communications.

Use of AI:

- I will only use AI in school when specifically asked to by an adult and only for learning purposes using websites directed by an adult.
- I understand that I must never manipulate or alter an image of a person as this could be harmful, unkind or unsafe.

Mobile phones:

- I understand that children in Year 5 and 6 are allowed to bring a mobile phone. This MUST be handed in to their teacher at the beginning of the school day and will then be locked away until the end of the day when they can then be picked up from the office.



- The phone must be switched off before entering the school premises and not switched back on again until you have left the site.

- I must not use my phone on school premises unless specific permission has been given by an adult.

Responsible Internet Use:

- I will only use the Internet and e-mail when I have permission from an adult.
- When using school e-mail, I will not open an attachment before checking with an adult.
- If I see something I don't like, or makes me feel uncomfortable, I will always show an adult straight away.
- I will not download, upload or copy anything from the Internet unless specifically asked to do so by an adult.
- I will not take or share images of anyone without their permission.



- I will only communicate online with people I know or my teacher has approved.
- All my online communications will be polite and sensible.
- I will be careful about what I click on to make sure I don't see or download something by mistake. If I am unsure of anything that 'pops up' on a website or an app I will ask permission from an adult before I click.
- I will never give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given me permission.

As a user of the school network, I have read the rules above and I understand what they mean.
I also understand that these rules are to keep everyone safe and to help us be fair to others.
I agree to follow these rules at all times.

Warden Hill
PRIMARY SCHOOL

Year 3 Name: ..... Date:.....

Class: .....

Year 4 Name: ..... Date:.....

Class: .....

Year 5 Name: ..... Date:.....

Class: .....

Year 6 Name: ..... Date:.....

Class: .....