



IT Code of Conduct for Junior Pupils

Cranford School actively encourages children to explore and use technology in a safe environment both at school and at home. We provide opportunities for children to access technology throughout the school and provide pupils with access to resources such as Purple Mash and Active Learn so that children can continue to develop their skills and understanding at home.

At Cranford we keenly promote E-Safety through our curriculum to enable children to understand the risks when using technology and to provide them with ideas and strategies to help them use technology safely and respectfully.

Pupils must comply with the following Code of Conduct in order to ensure the safe use of the IT facilities provided by the School. These rules apply to all use of technology within School including desktop PCs, laptops, tablets, smartphones, media players and other digital devices. The IT facilities in School are for educational purposes only and all use should be appropriate in this context. Failure to comply with these rules will result in disciplinary action which may include a loss of access to School IT facilities (including use during lessons), suspension and expulsion. Illegal activity will be reported to the appropriate authorities.

We use the School's digital devices and Internet connection for learning.

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

- I will ask permission before looking at any website unless my teacher is in the room or has already approved that site.
- I will use only my own login and password to get onto the School's computers.
- I will not look at, change or delete other people's files.
- I will only email people I know, or whom my teacher has approved.
- The messages I send will be polite and sensible.
- When sending email, I will not give my home address or phone number or arrange to meet someone.
- I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- I will not use chat rooms or social media.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the School may check my computer files and may monitor web sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers at school.

You can find out more about how to support your child with E-safety using the following links:

- [Child Exploitation and Online Protection Centre \(CEOP\)](#)
- [Think U Know by CEOP](#)
- [Childnet](#)
- [Childline Online Safety](#)
- [NSPCC Online Safety](#)
- [Safer Internet](#)

Advice for Setting Up Security Settings and Parental Controls on Technology

The Safer Internet website provides guides about how to set up parental controls for different internet service providers and parent guides for a wide range of technology devices such as smart phones, tablets, games consoles, and smart TVs to help you change the settings on devices to enable safe use at home. These guides can be found through the following links:

- [Parental Controls for Internet Service Providers](#)
- [Parent Guides to Technology Devices](#)

Reviewed: September 2023: Network Director, Headmaster and Governors

Reviewed: March 2024: Network Director, Director of Senior School Data and Whole School ICT Systems, Assistant Head ICT Systems, Headmaster and Governors

Reviewed: September 2024: Network Director, Director of Senior School Data and Whole School ICT Systems, Assistant Head ICT Systems, Headmaster and Governors



IT Code of Conduct for Junior Pupils

Please sign and return to your son or daughter's Class Teacher as soon as possible.

Parents/Guardians

- I have read and understood the IT Code of Conduct for Junior Pupils and give permission for my child to use the School's digital devices and Internet.
- I have read the accompanying document: '**Policy on Pupils' Use of IT, Smartphones and Other Digital Devices**' (available on the School's website).
- I understand that the School will take all reasonable precautions to ensure pupils cannot access inappropriate materials.
- I understand that the School cannot be held responsible for the nature or content of materials accessed through the Internet.
- I understand that, at the School's discretion, inappropriate use may result in my child being barred from using digital devices and the Internet at School. Emails and access to Internet sites may be randomly monitored to ensure pupils are being safe and responsible.
- I agree that the School is not liable for any damages arising from use of digital devices and Internet facilities.

Parent Name (please PRINT)	
Pupil's Name (please PRINT)	
Parent Signed	
Date	

Pupils

I understand the IT Code of Conduct for Junior Pupils. I will use the computer systems in a responsible way and obey these rules at all times. I understand that inappropriate use may result in the withdrawal of Internet usage.

Pupil Name (please PRINT)	
Form	
Pupil Signed	
Date	