Code of Conduct – Computing and Internet

Google School
At Hordle CE (VA) Primary School, we use **Google Workspace for Education** as the **core** foundation of our computing lessons and broader curriculum.

As a **Google School**, this platform is integral to our IT provision. We currently have a suite of 200+ Google Chromebooks in school and these are the only devices we use to very successfully access IT with the children. Our curriculum is designed around Google and the children learn to use Gmail, Google Docs, Google Slides and access all of the software for the wider IT curriculum via their Google Chromebook.

What is Google Workspace for Education?

Google Workspace for Education is a suite of productivity tools—including Gmail, Calendar, Docs, Classroom, and more—used by millions of students and teachers worldwide. At Hordle CE (VA) Primary School, students rely on these tools to complete assignments, communicate with teachers, sign into Chromebooks, and develop essential digital citizenship skills. More details can be found on our website [here](#).

In order for your child to be able to access Google Workspace for Education and digital learning tools vital to the continuation of our successful IT curriculum, we will require your consent on an annual basis. This will be requested from you each July.

Computing – Code of Conduct
Devices used by children within school include but are not limited to: Google Chromebooks, a small suite of iPads and interactive whiteboards. As children move through the school, the computing code of conduct grows with them and our set of carefully-considered, progressive statements can be found below. Children will be taught these as part of the Computing Curriculum.

Web-Filtering and Monitoring Responsibilities
Parents should be aware that robust web-filtering and monitoring systems are in place, which means children are unable to access sites or content which is not age-appropriate.

Year R (Reception):

Curriculum Focus: Basic Digital Literacy, Internet Safety, and Respect for Devices

- ***Use the Device for Learning***:
  I will only use the device for fun learning activities that my teacher shows me.
- ***Careful Handling***:
  I will hold the device carefully with both hands and carry it one at a time.
- ***Respecting Others' Work***:
  I will not look at other people's work on the device unless they say it's okay.
- ***Basic Online Safety***:
  I will tell my teacher if I see something on the device that I don't think is right.

- ***Internet Use with Permission***:
  I will ask my teacher if I can use the internet or computing devices and will only use them when they say I can.
- ***Supervision***:
  I understand that I must always be with an adult when using the internet.

Key Stage One (Years 1 and 2):

Curriculum Focus: Developing Digital Literacy, Responsible Internet Use, and Online Etiquette

- ***Use the Device for Learning***:
  I will use the device for learning or activities an adult asks me to do.
- ***Careful Handling***:
  I will hold the device carefully with both hands and carry it safely one at a time.
- ***Respecting Privacy and Work***:
  I will never look at their people's accounts without asking them first.
- ***Internet Access***:
  I will always ask permission before using the internet and will know why I need it.
- ***Google Suite Code of Conduct***:
  I will use the apps that an adult tells me to use and I will never share my password with anyone.
- ***Supervision and Safety***:
  I will always be with an adult when I use the internet.

Lower Juniors (Years 3 and 4):

Curriculum Focus: Advanced Digital Literacy, Privacy Awareness, and Responsible Online Behaviour

- ***Use the Device for Learning and Research***:
  I will use the device for school tasks like research, homework, and projects that my teacher assigns.
- ***Careful Handling***:
  I will handle the device with care, holding it with both hands and carrying it one at a time.
- ***Respecting Privacy and Others' Work***:
  I will not access anyone else's files or accounts without their permission.
- ***Internet Code of Conduct***:
  I will not look for harmful or offensive content online and will tell a teacher if I see anything like that.
- ***Email Conduct:***
- *I will always be polite and respectful in emails. I understand that school adults will be able to see my emails at any time.*
- ***Google Suite Code of Conduct***:
  I will use Google apps only for schoolwork and will not sign up for anything using my Google account
- ***Online Safety***:
  I will never share personal information online, such as my name or personal information and I will be careful about what I do when using the internet.
  I will report anything strange or unsafe I see on the internet to an adult.
- ***Supervision***:
  I will always ask for permission before using the internet and will use it only when an adult is with me.

Upper Juniors (Years 5 and 6):

Curriculum Focus: Independent and Responsible Digital Citizens, Advanced Online Safety, and Ethical Use of Technology

- ***Use the Device for Schoolwork and Research***:
  I will use the school devices to help with my schoolwork, research, and homework.
- ***Careful Handling***:
  I will always handle the device carefully with two hands and only carry one device at a time.
- ***Respecting Others' Work and Privacy***:
  I will respect other people's work on the device and will not access anyone else's account or accounts without their permission.
- ***Internet Code of Conduct***:
  I will not search for harmful or inappropriate material online. If I do find something that seems inappropriate, I will report it to an adult straight away.
  I will always be polite in emails and will only email people in the school domain (Hordle).
- *I understand that school adults will be able to see my emails at any time.*
- ***Supervision and Purposeful Internet Use***:
  I will ask for permission before using the internet and will only use it for school tasks.
- ***Google Suite Code of Conduct***:
  I will use the Google suite for schoolwork only and will not share my password with anyone.
- ***Advanced Online Safety***:
  I will protect my personal information and be careful when using the internet.
  I will always follow the internet safety rules, whether I'm at school or at home.
  I will not download anything from the internet to school devices unless an adult says it's okay.
- *I understand that there will be consequences if the school code of conduct is not followed. For example, I may experience a temporary short-term ICT ban.*