



Key Stage 1 Computing Code of Conduct

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period
V1	Trust Leader	Approved	26/04/2023	2 Yearly
V2	Trust Leader	Approved	June 2025	2 Yearly

1. Why have a Computing Code of Conduct?

- 1.1 At Embrace we have an Acceptable Use of IT Policy (AUP) to ensure that all pupils, parents and carers understand the expectations and guidelines with which e-learning resources are to be used.
- 1.2 Whilst we recommend that all parents/carers read the full policy (available on the [Embrace website](#)) this code of conduct is a condensed version of that guidance, designed to help parents/carers of Key Stage 1 pupils to discuss the parts of the policy that are particularly relevant to them.

2. Looking after equipment

- 2.1 Embrace provides learners with a wide variety of IT devices to enrich and enhance all curriculum areas. It is important that this equipment is well looked after and should always be used in a responsible and calm manner to ensure that it is always available for pupils to access.
- 2.2 Embrace reserves the right to charge a reasonable fee for malicious and deliberate damage. Some indicative costs for replacement of common computer equipment can be found below:

Keyboard	£10.00
Mouse	£10.00
Monitor	£50.00
Computer	Assessed on a case by case basis

- 2.3 To avoid waste and to ensure we are environmentally friendly, it is important that work is only printed when instructed by the classroom teacher or member of staff.

3. Safety

- 3.1 All devices used within Embrace schools have internet filtering, designed to provide a safe online space for all learners. It is important to note that whilst best efforts are made, no filter is 100% effective, and it is impossible to guarantee that all controversial material is filtered. If your child accesses anything they are unhappy or unsure about, they must let a member of staff know straight away, so they can take appropriate action.
- 3.2 It is important that your child understands how to use computers in a safe manner, including:
 - only accessing suitable material as instructed by classroom staff
 - never accessing internet chat sites – remember, they could be placing themselves at risk
 - never giving out any personal information on a website - especially their home address, telephone number or passwords
 - to speak to a member of staff if they feel unsure about anything they have accessed or if something has made them feel uncomfortable
 - never to attempt to access files, programs or network connections that they have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.



4. Monitoring

- 4.1 All devices are actively monitored for harmful content and to ensure safe and appropriate use, including keyword logging and website checks. Where incidents are deemed high risk, a screenshot will be captured to help the safeguarding team take appropriate action to keep children safe.

5. Online Learning Environments

- 5.1 Pupils may be provided with a login for Microsoft Teams to be able to access classwork and resources within and outside of school. It is important this is used responsibly and only for schoolwork.
- 5.2 Chat functionality will be disabled, but it may be possible to interact on a class or group page. It is important that this facility is used responsibly and if anything inappropriate is posted (eg inappropriate language or cyber-bullying) this will be dealt with in line with the school behaviour policy.



6. Passwords

- 6.1 Your child will be provided a unique username and password to access computers and online services. Please make sure this password is not shared and is only used by yourself and your child.

7. Mobile technologies

- 7.1 If mobile telephones are brought into school they must be switched off and kept in a location agreed by your child's school (see below) to ensure they cause no disruption to teaching and learning. The school, its staff and local governing committee takes no responsibility for loss or theft of any mobile phones or devices that pupils choose to bring into school.



Arnesby	Turned off and handed in at the main office for safe keeping at the start of the school day
Croft	Turned off and handed in at the main office for safe keeping at the start of the school day
Huncote	Turned off and handed in at the main office for safe keeping at the start of the school day. All Years: Bringing in mobile phones is strongly discouraged.
Manorfield	Turned off and handed to the class teacher for safe keeping at the start of the school day
Sherrier	Turned off and handed to the class teacher for safe keeping at the start of the school day
St Peter's Whetstone & Market Bosworth	Year 5/6: Turned off and handed to the class teacher for safe keeping at the start of the school day Other Years: Mobile phones are not to be brought into school
Swinford	All Years: Phones not to be brought into school

7.2 Whilst we strongly recommend that Key Stage 1 children do not have access to a mobile phone with chat functionality, if they do, it is important to ensure you discuss e-safety with them, including:

- only talking to people they know personally – never responding or giving their number to a stranger;
- never giving out personal or identifying information;
- to stop and tell an adult immediately if someone is asking them to do something online that makes them feel uncomfortable and not to be pressured into doing anything they do not want to;
- to remember that, even if they think they are chatting in a one-to-one conversation, it could be being recorded.

8. Staying safe online (Guidance for parents)

8.1 This section provides some additional guidance and recommendations for Key Stage 1 pupils and their parents/carers to help ensure they stay safe online and provide information on what to do if anything is found online that feels inappropriate.

8.2 Turning on parental controls

8.2.1 The big four UK internet providers (BT, Sky, TalkTalk, Virgin Media) have parental controls that can be enabled, limiting the content that can be accessed when using the internet. The UK Safer Internet Centre has put together easy to follow guides on how to turn on these parental controls, which can be accessed by [clicking here](#).

8.3 Where to find support

8.3.1 Please find below a range of resources we have collated for further information should you wish to find out more on how to stay safe online:

Website	What they offer
https://www.thinkuknow.co.uk/	National Crime Agency online education portal with a range of useful guidance and advice for parents and pupils alike.
https://www.ceop.police.uk	National Crime Agency website for reporting content online.
https://smartsocial.com/	Fantastic e-safety resource with in-depth looks at some of the most common smartphone apps (including Houseparty, Snapchat, Instagram etc) and the risks associated with them.
https://www.saferinternet.org.uk/	Online safety tips, advice and resources to help children and young people stay safe online.
https://www.childline.org.uk tel: 0800 1111	Advice and tips on staying safe online, as well as how to deal with cyber bullying and much more.

8.4 Reporting inappropriate material and behaviour

8.4.1 If children or parents/carers come across material online that they feel is inappropriate, or if their child is having conversations online that parents/carers are concerned are of an inappropriate or grooming nature, it is important that these concerns are reported to the Child Exploitation and Online Protection service at <https://www.ceop.police.uk> If parents/carers or their child are in immediate danger, they should call 999.

8.4.2 If pupils or parents/carers need to contact a member of the Embrace IT Support Team or want to report any inappropriate content they have found or have been sent online, please contact us at itsupport@embracemat.org or contact the school office.