



## Holy Name School Acceptable Use document for use of Hwb+ for Key Stage Two students

Remember, anything you do on Hwb+ should have an educational purpose.

- Be polite - never post something online on Hwb+ or send an email which is likely to cause offence to someone else. Don't upset or bully anyone.
- Be careful what you say and how you say it. What you do and say on Hwb+ is recorded and will be viewed by other people including your teacher.
- Be safe - don't reveal anything about yourself or about your friends (especially home address or phone numbers). This is very important.
- Be security smart - keep your username and password safe. Someone might get on to your Hwb+ account if you don't and can read all of your emails.
- Protect the school community by telling a teacher if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school.
- Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
- Send emails as directed by your teacher - don't communicate with people you or your teachers don't know. Don't open emails if you don't know the sender. If you are unsure, always check with your teacher. Email use may be monitored.
- Don't upload anything to the platform that you can't share with your teacher.

**Your school may have to look at taking you offline if you cannot accept these rules which are for the good of everyone, yourself included.**

Cross out as appropriate.

I do/do not agree with the Acceptable Use statements above.

Name of child: NAME OF CHILD Date: DD / MM / YY

Signature (pupil): SIGNATURE

Signature (parent):