



Pupils Acceptable Use of ICT

The School has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the login and password I have been given
- I will not access other people's files
- I will not bring in portable storage devices from outside school and try to use them on the school computers without permission.

Using the internet:

- I will ask permission from a teacher before using the internet
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the internet sites I visit
- I will not complete and send forms without permission from my teacher
- I will not give my full name, my home address or telephone number when completing forms

Using e-mail:

- I will ask permission from a teacher before checking the e-mail
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself
- I understand that e-mail messages I receive or send may be read by others
- The messages I send will be polite and responsible
- I will only e-mail people I know, or my teacher has approved
- I will only send an e-mail when it has been checked by a teacher
- I will not give my full name, my home address or telephone number
- I will not use e-mail to arrange to meet someone outside school hours