



Rules for Responsible ICT Use

**We use the school computers and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.**

- I will ask permission before using the Internet, unless my teacher has already approved this activity.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will not bring storage devices into school (e.g. USB memory sticks).
- I will only e-mail people (my teacher has approved, through activity).
- The messages I send will be polite and sensible.
- When sending e-mails or using discussion forums etc., I will not give my home address, phone number, send a photograph or video that could be used to identify me, or my family. I will never arrange to meet someone I have met on the Internet.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- 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 the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unsuitable, unauthorised or unlawful.