St. Bartholomew's C of E Primary School

Code of conduct for the acceptable use of ICT
Year 3, Year 4, Year 5 and Year 6 Pupils

The school uses ICT to help me with my learning.
The school does its best to keep me safe when I am using ICT.
This is part of my learning about E-Safety.

I understand that

- The school makes these rules to keep me, my family and my friends safe.
- The school makes these rules so as to be fair to everyone.
- The school will keep a record of everything I do on the school computers, the Internet sites I visit and all my e-mails.
- If I deliberately break these rules I will get into trouble, my parent / carer may be told and I may not be allowed to use school ICT equipment.

I will

- Always ask permission from a member of staff before I use any ICT equipment in school.
- Always ask permission from a teacher before I use the Internet or use e-mail.
- Use school ICT in a sensible and responsible way.
- Do my best to look after school ICT equipment properly.
- Only use my own username and password when I log on to a school computer.
- Follow the school's "Rules for Responsible Internet Use" when I am using the Internet.
- Save my work in my own user area on the school network.
- Ask permission before I save any work
- Tell a member of staff straight away if I accidentally do something that I know I am not supposed to do with school ICT equipment.
- Tell a member of staff if I see anything on a school computer that upsets me or I do not like.

I will not

- Use school equipment without permission.
- Use a mobile phone on school premises.
- Take digital photographs, or use a webcam, on school premises without permission from the Headteacher.
- Use computer equipment from home whilst on school premises.
- Use any computer disk or memory stick from home on any school computer.
- Use any other ICT equipment from home, including any games machine or console that has a built in camera, webcam, internet access or wireless connection.
- Use another person's username and password.
- Deliberately look at other people's computer files without permission.
- Deliberately use ICT to cause harm or be nasty to another person.

I agree to obey this code of conduct