



## **RULES FOR RESPONSIBLE INTERNET USE**

*The school has installed computers, iPads and Internet access to help our learning.*

*These rules will help to keep everyone safe and help us to be fair to others.*



### **I WILL**



- Ask permission from a member of staff before using a laptop/iPad.
- Only use the School's Broadband Network to connect to the Internet or for e-mail.
- Only use the Internet for schoolwork and homework.
- Only send e-mail messages that are polite, friendly and sensible.
- Only e-mail people I know or my teacher has approved.
- Only open e-mail attachments from people I know or my teacher has approved.
- Tell a teacher straight away if I see anything I am unhappy with or if I receive messages I do not like.
- Tell a teacher straight away if I accidentally click on something that I know I am not supposed to access.
- Remember to log-out when I have finished using the school network.



## I WILL NOT



- Access other people's computer files.
- Download anything from the Internet without my teacher's permission.
- Try to buy or sell anything, or enter any competition, whilst using the Internet.
- Try to access websites that I know I am not allowed to use or the school has banned.
- Give my e-mail address to anyone outside school unless my teacher agrees.
- Give my home address, telephone number, or any other personal information, to a person unless my parent or carer has given me written permission and my teacher agrees.
- Send my picture, or arrange to meet someone, unless my parent or carer has given me written permission and my teacher agrees.
- Send any other person's full name, home address, telephone number, picture, or other personal information, in an e-mail or over the Internet.
- Pretend to be someone else or lie about my age when I am using e-mail or the Internet.

***I understand that the school will monitor my use of the School's Broadband Network, including all the Internet sites I visit, and may check my e-mails and computer files.***

***Deliberately breaking these rules will get me into trouble, my parent / carer may be told and I may not be allowed to use school ICT equipment.***