



Rules for Responsible Use of Electronic Communications and Storage for Pupils

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

- I will ask permission before using digital equipment and/or the internet
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it or try to use any other username and password of another person. I understand that I should not write down or store a password where it is possible that someone may steal it and I should change my password regularly (I do not need to change my password for accounts given to me on the Home Learning site).
- I will use only my own files in my own class's 'My Documents' or files I am directed to by an adult in school
- I will only look at and/or alter and delete my own files
- I understand that I must not bring software or memory devices into school without permission
- I will be aware of "stranger danger", when I am communicating on-line.
- I will only contact people I know, through electronic communication, or that my teacher has approved and as part of a computing lesson
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, name of school etc.)
- I will ask permission before opening an email, email attachment or other communication sent by someone I do not know
- I understand that I should not arrange to meet somebody I have chatted to online, unless it is somebody I would normally meet in real-life and then would do this with an adult
- If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately

- I will not use social networking, including internet chat rooms unless I meet the age requirements for the social media I am using and the use of it has been approved by appropriate adults. This also includes communication during online gaming where I must only play games for my age (PEGI ratings) as ruled by the Games Rating Authority (GRA).
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or electronic devices in school.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials 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 unauthorised or unlawful text, imagery or sound.

Policy reviewed by J. Icely, April 2019
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