

## St. Mary's CE Primary School

### Responsible Internet 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 only use ICT in school for school work.
- I will only use my class email address when e-mailing.
- I will only open e-mails from people I know, or who my teacher has approved
- I will not tell other people my passwords. (Age appropriate, as some classes will have group passwords initially)
- I will only open and delete my own files.
- I will not upload anything to the school computers or change the settings on the computer I am working on.
- I will make sure that I am polite, sensible and responsible when I am using ICT.
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will always read and check what I am writing on line before I click send.
- I will not click on adverts or games I see on webpages I am using to learn.
- I will not give out my personal details, such as my full name, phone number or address. I will not arrange to meet anyone or send out images of myself unless this is part of a school project and has been approved by my teacher.
- I will not sign up on social networking sites such as Facebook, WhatsApp, Instagram, Twitter or Snapchat as these all have an age restriction of 13 year old.
- I will use the computing equipment carefully and responsibly, as I know that it is expensive.
- I know that my use of computers can be checked and my parents/carers contacted by school if they are concerned about my safety.
- I will be responsible for my behaviour online because I know that these rules will help to keep me safe.

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 unauthorised or unlawful.