

# Amblecote Primary School

## Rules for Responsible Internet Use

### For Primary Pupils

The school has installed computers and provided Internet access to help our learning. I understand that the school may check my computer files and may monitor any Internet sites I visit.

These rules will keep everyone safe and help us to be fair to others. It is important that you read this policy carefully. If there is anything that you do not understand, please ask.

I agree that:

I will not share any of my passwords with anyone, or use another person's password. If I find out someone else's password, I will tell that person and a member of the school staff so they can change it.

I will use a password which contains some small and some big (capital) letters plus a number or a symbol *e.g Skool5 or com\*\*2er* and change it on a regular basis.

I will use the technology at school for learning. I will use the equipment properly and not interfere, change or delete someone else's work.

If I use a flash drive or other storage device, I will ensure that it is not used on any computer that does not have anti-virus software. I will also ensure that it does not contain private information or content that is not suitable for use in school.

I will only e-mail people I know, or my teacher has approved.

If I attach a file to an email, it will not include any inappropriate materials (something I would not want my teacher to see or read) or anything that threatens the security of the school ICT system.

I will be respectful in how I talk to and work with others online and never write or participate in online bullying. If anyone sends me a message I do not like or feel comfortable about I will show it to my teacher or parent.

I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.

I will not download any programmes or games on to the school computers, net books or laptops unless I have permission to do so.

I will always check with a responsible adult before I share or publish images of myself, my friends or other people onto the internet.

I will not make audio or video recordings of another pupil or teacher without their permission.

When using sites on the internet, I will not give my name, home address, telephone/mobile number, pretend to be someone else or arrange to meet someone I do not know, unless my parent, carer or teacher has given permission.

I will always follow the 'terms and conditions' when using a site. The content on the web is someone's property and I will ask my teacher to help me get permission if I want to use information, pictures, video, music or sound files.

I will think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information and say it's my own work).

If I want to connect my own device to the school network I will check with my teacher to see if it is possible.

***I am aware of the CEOP report button and know when to use it.***



***Anything I do on the computer may be seen by someone else.***

**Signed:**.....

**PRINT NAME**.....

**Dated:** .....