

Rickley Park Primary
Digital Technology
Rules for Responsible Use

The school has computers with internet access and other digital devices to help you learn. These rules will keep you safe and help us be fair to others.

- I will ask permission from a member of staff before using the Internet.
- I will only log in with my own username and password, which I will keep secret.
- I will not try to access other people's files.
- I will only use the computers for school work and homework.
- I will not bring in any storage devices, such as memory stick or CD, from outside school unless I have been given permission.
- I will only send messages to people I know or that my teacher has approved.
- The messages I send will be polite and responsible.
- I will only attach a file to my messages if it has been checked and is free from viruses and if my teacher has said that I can.
- I will not give out my home address or telephone number or arrange to meet someone.
- I will not give out anyone else's name, address or any of their personal details.
- I will report any unpleasant material or messages sent to me. I will not delete them until I have reported them. I understand this report would be confidential and would help protect other pupils and myself.
- I know that the school may check my computer files, including email messages, and may monitor the internet sites I visit.
- ***I realise that if I break any of these rules I could be stopped from using the Internet or computers.***