



## Ocklynge Junior School Rules for Responsible Use of I.C.T

The school has computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the system with my own user name and password, which I will keep secret;
- I will not access other people's files;
- I will only use the computers for work set by a member of staff;
- I will not bring in storage devices (e.g. memory sticks) from outside school, unless I have been given permission by a member of staff;
- I will need permission from a member of staff before using the Internet;
- I will only e-mail people I know, or a member of staff has approved;
- The messages I send will be polite and responsible;
- I will not give personal details (e.g. my home address or telephone number), or arrange to meet someone;
- I will not try to visit unsuitable websites.
- I will report any unpleasant material or messages sent to me immediately.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that I may be denied access to the Internet if I break any of these rules.