Beecroft Primary School

Class Rules for responsible ICT use

Keep safe: Keep SMART

1. I will ask permission before using any ICT equipment (e.g. computers, digital cameras, etc.), and only use it when a teacher or another adult is with me.

2. I will only use the school's computers for schoolwork and homework.

3. I will only delete my own files, and I will not look at other people's files without their permission.

4. I will use the usernames and passwords provided by the school to access the school network

5. I will not bring software or USB memory sticks into school without permission

6. I will ask permission before using the Internet, and only use it when a staff member is present

7. I will only visit web sites that I am asked to by school staff, or that have been saved in a shared internet link folder for pupils to use

8. I will not use Google image search without being asked to do so by a school staff member

9. I will not download anything (files, images etc.) from the Internet unless given permission

10. I will only use an approved email account provided for me by the school to send email as part of my learning. I will not use personal email accounts (e.g. Hotmail) at school.

11. The messages I send or information I upload as part of my school work will always be polite

12. I will not give my home address, phone number, send a photograph or video, or give any other personal information online that could be used to identify me, my family or my friends, unless my teacher has given permission

13. If I see anything that makes me uncomfortable, or I receive a message I do not like, I will not respond to it but I will immediately tell a school staff member

14. I will use the Kidsmart website to help me understand how to keep safe when using ICT.

15. I understand that the school may check my computer files, e-mail and the Internet sites I visit, to help keep me safe.

16. I understand that if I deliberately break these rules my parents and the Headteacher will be informed

Signed_____ Class _____ DATE_____