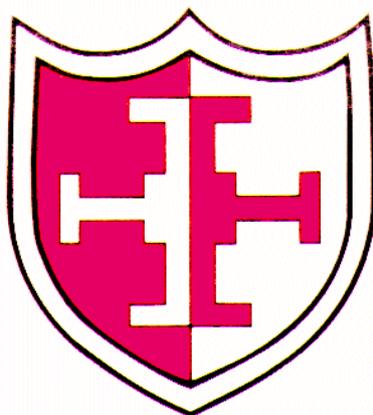# ST. CHAD'S CATHOLIC PRIMARY SCHOOL

'Christ in our heads, our hearts, our hands'

Rules for Responsible Use of the School Computer System

Rules for Responsible Use of the School Computer System

For Pupils

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

Children may:

• Only access the system with their own login and password, which must be kept secret

• Not access other people's files or work areas

• Only use the computers for schoolwork and school homework

• Only use flash drives (memory sticks) appropriately with permission

• Only use the Internet when given permission by a member of staff

• When using the internet children may not give their home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless a parent, carer or teacher has given permission

• Only e-mail people known to their family, or who their teacher has approved

• Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system;

• Only send messages which are polite and responsible;

• Children must report any unpleasant or inappropriate material or messages sent to them. Any such report would be confidential and would help protect other pupils and themselves;

• The school or DGfL may check my computer files and may monitor the Internet sites visited by children. Children may be stopped from using computers if they abuse the system in any way.