

Sunnymede Junior School Acceptable Internet and Computer Use Agreement



KEEPING SAFE

- I will not use ICT in school (including my own) or enter a website without permission from my teacher.
- I will choose my user names and passwords carefully to protect my identity and I will not share them. I will not ask computers to remember my password.
- I must keep my personal details and those of others private. I will not insert my personal details, phone number or address on the internet or in an email.
- I will log off sites when I have finished.

COMMUNICATING AND SHARING

- **I know that what I post on the internet can be seen by others.**
- I know that I need to behave as well online as in real life and always use appropriate language.
- I will not open messages if the subject field is not polite or if I do not know who it is from.
- At school, I will only ever communicate online during a lesson, when my teacher is present and has given me permission to do so. I will always make sure my teacher knows who I am communicating with.
- I will not enter chat rooms.
- I will not use anyone else's work or files without permission.
- I will not take or share pictures of anyone without their permission.
- If I have had permission to bring a mobile phone to school, because I have to travel to/from school alone, I will hand it to the school office as soon as I arrive.

PROBLEMS

- I know we have lots of controls to protect us in school but if I do see something that worries me or makes me feel uncomfortable I will report it to my teacher straight away.
- I will not try to change computer settings or install programmes.
- I will treat equipment with respect and tell a teacher if equipment is broken or not working.
- I will tell a teacher or adult I trust if I know of anyone that is behaving badly on line or anyone may be being bullied.

I agree to use ICT by these rules

Signed by Pupil.....

Date:

Sunnymede Junior School

Record of Policy Review:

Name of Policy: Acceptable Internet and Computer Use Agreement

Review date	Headteacher's signature	Chair of Governor's signature
April 2013		
July 2014		
July 2015		