



#### Appendix 4: Responsible Internet and Computer Use

We can use home and school computers/IPads and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- 1 I will ask permission before entering any website, unless my teacher or parent has already checked it is appropriate and approved that site or its address is stored on the school internet
- 2 I will only use the specified search engines as and when directed by my teacher.
- 3 I will not enter internet chat rooms or leave messages on bulletin boards.
- 4 If I see anything I am unhappy with or I receive messages I do not like, I will tell a trusted adult immediately.
  - a. If I am using STARZ, I can also use the report button to flag up content that makes me unhappy
- 5 I will not download and install files or software from the Internet.
- 6 I will never reveal or insert my personal details, and home address or telephone numbers on the web or in dialogue with other Internet users.
- 7 I will only email people I know, or who my teacher has approved.
- 8 I will always be polite and use appropriate language when sending e-mails.
- 9 I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- 10 I will not knowingly take copyrighted material from the internet.
- 11 I will not look at or delete other people's files.
- 12 I will only use my own login codes or passwords to access any networks or any online accounts.
- 13 I will not bring removable drives into school without permission.
- 14 I know that the school may check my computer files and may monitor the internet sites I visit.
- 15 When working from home, I will follow all the rules that I would in school
- 16 **I understand that if I deliberately break these rules, I could be stopped from using the internet or computers/lpads.**