Pupil ICT Code of Conduct

I know that I must use the computers safely

- I know that the school can remotely monitor what I do on the computers.
- I will treat my username and password like my toothbrush – I will not let anyone else use it, and I will not use theirs.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others.
- If I arrange to meet someone that I have communicated with online, I will do so in a public place and take an adult with me.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my classmates and can help if anything happens online – even if I am using a computer at home.

I know that I must use the computers responsibly

- I understand that the computers are here for school work, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.

I know that I must help look after the computers

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I will not try to connect my own computer or mobile phone to the network.
- I will only change settings on the computer if I am allowed to do so – I won't try to change anything that might cause the computer to go wrong.
- I know that food and drink is not allowed in the computer rooms, and that I should not eat or drink around any computer.

I know that I must respect others when using the computers

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.

I am aware of the CEOP report button and know when to use it.

CLICK CEOP
Internet Safety