

WHINNEY BANKS PRIMARY SCHOOL

Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the individual login I have been given and the password I have been given or created;
- I will not tell anyone my password;
- I will not access other people's files;
- I will not bring in USB sticks or CDs from outside school and try to use them on the school computers, unless I have been given permission to do so;
- I will only use the computers for school work and homelearning

Using the internet:

- I will ask permission from an adult before using the internet;
- I will report any unpleasant material and switch off my monitor. I will report any unpleasant messages. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms or online messages without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms;
- Posting anonymous messages is forbidden;
- I understand that any messages or comments I post will be visible and checked by a member of staff

Using online communications:

- I will ask permission from a teacher before checking the online messages;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that online messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only message people I know, or my teacher has approved;
- I will only send a message when it has been checked by a teacher;
- I will never arrange to meet someone or give any personal information over the Internet (name, address, telephone number, name and address of school)

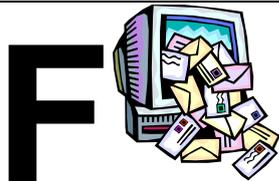
Think before you click.



I will only use the Internet with an adult.



I will only click on icons and links when I know they are safe.



I will only send friendly and polite messages.



If I see something I don't like on a screen, I will always tell an adult.

My Name:

My Signature:

Acceptable Use Policy - Rules for Using ICT in School

There are some really cool things on the Internet, but a lot of bad stuff too. This means we have to be **SMART** when we are online.

S

SECRET - I will always keep my name, home and school address, mobile number, e-mail address, photographs and passwords **PRIVATE** - it's like giving out the keys to your home if you don't act smart.

M

MEETING someone you have contacted on the internet can be dangerous. I will only do so with a trusted adult's permission, and then when they can be with me and we'll all be in a public place.

A

ACCEPTING e-mails or opening files from people you don't really know or trust can be hurtful - they may contain viruses or nasty messages. I will only open files and messages from people I know and trust.

R

RELIABLE - Not all information on the Internet is true and someone online may be lying and not be who they say they are. Make sure you check information before you believe it.

T

I'll **TELL** a **TRUSTED** adult if something or someone makes me uncomfortable or worried, or if someone you know is being bullied online.

My Name

My Signature