



## ICT Code of Conduct

Keeping Safe: Stop and think, before you click!

These rules will keep everyone safe and help us be fair to others.

As a school we will ensure that we regularly check and update our firewall protection for internet access and will not allow any child to go on the internet unsupervised.

The agreement for pupils is that:

- I will only use the school's computers for school work or homework
- I will keep my login and password details secret
- I will only delete my own files
- I will not look at other people's files without their permission
- I will ask permission from a member of staff before using the internet and will not visit internet sites I know to be banned by school. If I try to access any restricted websites I know that this will be monitored by Warwickshire Local Authority and the Headteacher, and possibly other services, will be informed.
- I will only e-mail people my teacher has approved
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will NEVER give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my friends or family.
- I will NEVER arrange to meet someone I have only ever previously met on the internet, by e-mail or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything inappropriate or that I am unhappy with, or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.

I agree that my child \_\_\_\_\_ will follow the above code of conduct when using ICT and the internet in school.

Signed: \_\_\_\_\_