

## RULES FOR USE OF ICT IN HOSPITAL SCHOOL AND OF HOSPITAL SCHOOL ICT EQUIPMENT

- ICT systems must be used in a responsible way, to ensure there is no risk to your safety or that of anyone else
- School ICT systems are intended for educational use only and you must only use ICT as directed by a teacher
- The school can refuse access to ICT to anyone who misuses it
- Internet sites must be accessed either through desktop links, sites saved as favourites, or through Google search engine. Internet addresses are not to be typed directly into the address bar.
- You may not use a dongle or similar device to access the Internet on Hospital School laptops or try to get around our filtering system
- You can send and receive e-mails to your school but our teachers must be able to read them first
- Internet use may be monitored
- You must report any unpleasant or inappropriate material that you see online
- You may not access social networking sites
- You may not take photographs of anyone without their permission
- You may not use mobile phones or other hand held devices
- You may not try to download any material without permission
- You must be aware that not all information on the Internet is necessarily true – check how reliable the source of your information is
- You must make sure that you do not infringe the copyright of other peoples material by using it in your own work
- You will be given a letter for your parents or carers for them to give permission for you to use the Internet

