Broad Chalke
C. of E. Aided Primary School

Responsible Use of ICT and the Internet for KS2 children

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

- **I will treat all the ICT equipment with respect.**

- **I will ask permission before using the Internet.**

- **I will use only my class network login and password.**

- **I will only open or delete my own files.**

- **I will only bring files into school, such as those on a memory stick, or software, such as a CD Rom, with permission from my teacher.**

- **I will only e-mail people as instructed by my teacher.**

- **Any messages or posts that I send will be polite and sensible.**

- **I understand that I must never give people I meet online personal information such as my full name, my home address or phone number, school name or arrange to meet them.**

- **I will ask for permission before opening an e-mail or an attachment sent by someone I do not know.**

- **I will not use social media sites such as Facebook.**

- **If I see anything I am unhappy with I will click on Hector the Protector and tell a teacher immediately.**

- **If I receive messages I do not like, I will tell a teacher immediately.**

- **I understand that the school may check my computer files, my e-mails and the Internet sites I visit.**

- **I understand that if I deliberately break these rules, I may not be allowed to use school ICT equipment or the Internet for a period of time.**

The school may exercise its right to monitor the use of the school's systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.