



NB All staff working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact.

The school has installed computers and Internet access to help our learning. This Code of Practice will keep everyone safe.

- I will only access the system with my own login and password
- I will not access other people's files
- I will only use the school computers for school related work
- I will delete only my own files when given permission by an adult
- I will not bring in CDs or memory sticks from outside school unless I have been given permission
- I will only use the Internet when a member of staff is present
- I will only email people my teacher has approved
- The messages I send will be polite and responsible
- I will not open an attachment or download a file unless I have permission
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent/carer or teacher has given permission
- I will never arrange to meet someone I have only ever talked to on the internet
- I will report any unpleasant material or messages sent to me (to my parents or school staff)
- I understand that the school may check my computer files and may monitor the Internet sites I visit
- I will not access social media websites in school

Signed: Child Print Name:

Date: