



Everybody Excelling, Everyday. No Excuses! BRIDGE ACADEMY Randal Cremer Primary School Rules for responsible ICT use Keep safe: Keep SMART

- 1. I will ask permission before using any ICT equipment (e.g. computers, digital cameras, etc), and only use it when a teacher or another adult is with me.
- 2. I will only use the school's computers for schoolwork and homework.
- 3. I will only delete my own files, and I will not look at other people's files without their permission.
- 4. I will keep my login and password secret.
- 5. I will not bring software or USB memory sticks into school without permission
- 6. I will ask permission before using the Internet, and only use it when a staff member is present
- 7. I will only visit web sites that I am asked to by school staff, or that have been saved in a shared internet link folder for pupils to use
- I will not use Google image search without being asked to do so by a school staff member
- 9. I will not download anything (files, images etc) from the Internet unless given permission
- 10. I will only use an approved email account provided for me by the school to send email as part of my learning. I will not use personal email accounts (e.g. Hotmail) at school.
- 11. The messages I send or information I upload as part of my school work will always be polite
- I will not use social networking websites such as Facebook at home or at school. I understand that most social networking sites should not be used by children under 13.
- 13. I will not give my home address, phone number, send a photograph or video, or give any other personal information online that could be used to identify me, my family or my friends, unless my teacher has given permission





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- 14. If I see anything that makes me uncomfortable, or I receive a message I do not like, I will not respond to it but I will immediately tell a school staff member
- 15. I will use the Kidsmart website to help me understand how to keep safe when using ICT <u>http://www.kidsmart.org.uk</u>
- 16. I understand that the school may check my computer files, e-mail and the Internet sites I visit, to help keep me safe.
- 17. I understand that if I deliberately break these rules my parents and the Headteacher will be informed

Name	Signature	Name	Signature

Date___