



Everybody Excelling, Everyday. No Excuses!

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
8. 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
12. 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

