# ICT Code of Conduct

Our code of conduct will be reviewed with pupils at regular intervals throughout the year. Before any child uses ICT, the code will be introduced at an appropriate level to ensure children of all ages understand their responsibilities and how to keep safe.

The agreement for pupils is that:

- I will only use the school's computers for schoolwork or homework
- I will keep my login and password details secret
- I will only delete my own files
- I will not look at other people's files without their permission
- I will ask permission from a member of staff before using the internet and will not visit internet sites I know to be banned by school. If I try to access any restricted websites I know that this will be monitored by the Headteacher, and possibly other services, will be informed.
- I will only e-mail people my teacher has approved
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will NEVER give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my friends or family.
- I will NEVER arrange to meet someone I have only ever previously met on the internet, by e-mail or in a chat room.
- If I see anything inappropriate or that I am unhappy with, or I receive a message I do not like I will not respond to it but I will tell a teacher/responsible adult.

I agree to follow the above code of conduct when using ICT and the internet in school.


Child's Signature: _____ Date: _____

When a child if old enough to do so, they will sign their own code of conduct. Until that point, we ask a parent/carer to sign on their behalf.

I agree that my child _____will follow the above code of conduct when using ICT and the internet in school or my school accounts and any school devices when offsite.


Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____/_____/20_____