



## Rules for Responsible Internet Use

The school has installed computers with Internet access to help your learning. The rules listed below will keep you safe and will help us be fair to others. These rules cover the most important issues to do with responsible use of the Internet but students are expected to make responsible judgements at all times when they use the Internet *and if in doubt must seek immediate advice from staff*. In other words students cannot use ignorance as an excuse for irresponsible behaviour.

- I will only access the system with my own logon and password, which I will keep secret;
- I will not access other people's files;
- I will use the computers only for school work and homework;
- I will only use the Internet if supervised by a member of staff (this applies to Years 7-11, not the sixth form)
- I will only E-mail people I know or whom my teacher has approved;
- The messages I send will be polite and responsible;
- I will only open e-mail attachments if I know the sender and am reasonably certain that the source is safe from viruses;
- I will not use the Internet to give out my home address or telephone number, or to arrange to meet someone;
- I will not join newsgroups or chat rooms;
- I will report any unpleasant material or messages sent to me.
- I understand that this report would be treated confidentially and would help protect other students, staff and myself;
- I will only use the Internet to access appropriate materials relevant to the task set by staff;
- I will not use the Internet to access inappropriate sites containing racist or other offensive materials;
- I will not download files or programmes from the Internet or use the Internet in any other way that may cause the school's ICT system to be attacked or corrupted;
- I will not use the Internet for personal financial gain, gambling, political purposes or advertising
- I will not post anonymous messages or forward chain letters
- I will respect the copyright of materials
- I understand that the school may check my computer files and may monitor my Internet and e-mail use.