

**St. Gildas' ICT Code of Conduct:**

**Rules for Responsible ICT Use and E-safety for Pupils**

The school has computers with Internet access to help our learning. These rules will help to keep you safe and help you to be fair to others.

- I will only access the system with adult permission and supervision.
- I will not access other people's files.
- I will use the computers for instructed schoolwork and homework only.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will only E-mail people or parties that my teacher has approved.
- The messages I send, or information that I upload, will always be polite and responsible.
- I will not give my home address, email address or telephone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- I will report any unpleasant material or messages sent to me and not respond to them. I understand this report could help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

I have read and understand these rules and agree to them.

Signed:

Date: