Rules for Responsible Internet and ICT Use

At Brambles Primary Academy computers are installed with Internet access to help our learning. These rules will keep us safe and help us to be fair to others.

- I will only access the academy's systems with my own login id and password;

- I will not give out my passwords to anyone, even my best friends;

- I will only use the academy's computers for academy work and homework;

- I will not look at other people's files without their permission;

- I will only delete my own files;

- I will not bring in any files from outside the academy unless I have been given 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 the academy;

- I will only E-Mail people I know, or my teacher has approved;

- The messages I send or material I upload will be polite and responsible;

- I will not 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 family, my friends or my academy unless my family and my teacher has given me permission;

- I will never arrange to meet someone I have only ever previously met on the Internet or by E-Mail or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me and we arrange to meet in a public place;

- I will report any unpleasant material or messages sent to me especially if they make me feel uncomfortable, confused or frightened. I will not respond to such messages. I understand any report I make would be confidential and would help protect other pupils and myself;

- I will not post anonymous messages or forward chain letters;

- I understand that the academy may monitor my computer files and will monitor the Internet sites I visit;

- If I intend to develop a web site of my own or I already have one, I will make sure the content is checked by my parents or guardian and by academy staff.