

# STAINES PREPARATORY SCHOOL

## Acceptable Use Policy - ICT

Our school has provided computers and Internet access to help you learn. You are responsible for your own behaviour on the Internet, just as you are in a classroom or the playground. (Our Internet access is filtered by the 'RM Safety Net' which screens undesirable sites at source.)

These rules will help keep everyone safe:-

- You must ask permission from a teacher before using a computer. You must use the computer only for school work and homework.
- Do not eat or drink near computer equipment.
- Do not bring in CDs or USB memory devices from outside school, unless permission is given by a teacher.
- You may only access the network using your own login.
- When using the Internet, to help protect other pupils and yourself, tell a teacher if you see anything you are unhappy with. (Turn the screen off, if something upsets you.)
- Do not download files or print from the Internet unless a teacher gives permission.
- Do not fill in personal details on web pages, enter competitions or visit chat rooms.

### **E-mail**

- If you have your own school e-mail account, you must keep your password secret.
- You must only e-mail people your teacher has approved.
- The messages you send must be polite and sensible.
- Do not give personal details, your home address or telephone number. To prevent the risk of viruses, pupils are not allowed to send or receive attachments.
- If you receive a message which you do not like, you must tell a teacher.
- You must never arrange to meet someone. Tell a teacher if someone asks to meet you. Unsafe people can pretend to be friendly.

### **Mobile Phones**

- Mobile phones are not allowed in school but the rules above will also help to keep you safe, when using them at home.

***Please remember that the school may check your computer files and may monitor the Internet sites you visit.***

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