

## **ST SWITHUNS CE PRIMARY SCHOOL**

### **CODE OF CONDUCT FOR USE OF THE INTERNET AND EMAIL AT SCHOOL**

These rules should be followed at all times when you use a computer in school. If you are unsure about any of the rules, please talk to a teacher or your parents/ carers.

#### **Keeping safe**

1. Never give your name, age, address, telephone number or photos to anyone you get in touch with over the Internet. Never say that you will meet up with someone with whom you have exchanged messages either using email or on the Internet. Someone may pretend to be your friend but may want to harm you.
2. Only use websites that school says you can. If you are not sure then please check with a teacher or parent.
3. Check with a grown up if you are unsure about a website.
4. Always tell your teacher or parent if anything on the Internet or email upsets you.
5. Check with a teacher or parent before sending emails, filling in questionnaires or opening attachments (which have a paperclip sign on them).

#### **Keeping others safe**

1. Be polite to other people over the Internet but do not give your name, address or age to anyone you have met over the Internet.
2. Do not send rude, unkind or bullying messages to anyone for any reason.
3. Never use someone else's password to get into a website, or email.
4. Do not waste paper or electricity. Think of the planet.

**Remember**

Log out when you finish on the computer. This means that no-one else uses your session.

Do not use other people's work and pretend that it is your own.

Teachers will be checking the computers to help you and others stay safe.

If you break the rules, this may mean that you are not allowed to use the computer. Your parents or carers will be told and the school may take further action.

If someone breaks the rules against you, then the school will take this seriously and make sure that you are safe.