

## Acceptable Use Policy (Pupils) - Computers Internet and Email

**Please read this carefully. Only once you agree will you be able to use the computer. If you do not agree you will be logged off.**

- If I'm unsure about anything on the screen, I will ask the teacher or teaching assistant.
- I shall ask an adult if I am about to use the computer or Internet.
- I shall tell the teacher or teaching assistant if my computer is broken or breaks while I am using it.
- I shall only touch my own computer or work.
- I shall only put general items on the computer, no personal details.
- I shall only use websites that I have been advised to use.
- If any pictures or words come on to the screen that make me feel uncomfortable, I shall tell a teacher.
- If I put a picture in my work or use other people's words I will say where they came from or who they belong to.
- When I am using my email account I will keep my password safe and not tell anybody else. And I will only use my own password.
- I will not make any unkind comments about other people.
- I shall not use public chat rooms.

**I have read and agree to these rules.**