The Coppice Primary School
Rules for responsible ICT and Internet use.

At The Coppice, we have a range of ICT equipment to help us with our learning.

These rules will keep everyone safe and help us to look after the equipment and keep it in good condition.

- I will only log on to the laptops and computers in school using my own class login.

- I will not open other people's files without their permission.

- I will not log in to anyone else's email account.

- I will only use the computers for school and homework.

- I will ask permission to bring in a memory stick or disk.

- When online, I will only speak to or message people that I know in real-life or who my parents have given me permission to speak to.

- I will not give out personal information whilst online. (This includes my name, address, school, phone number, my parents' names and work addresses and photos of me or people I know.)

- When sending messages or giving feedback to people on their work, I will always be polite, sensible and helpful.

- When using other ICT equipment (such as Beebots) I will look after it and make sure it is all put away when finished.

- I understand that accidents happen and that if something goes wrong with any equipment, I will tell a teacher so that it can get fixed!

- To help protect myself and others, I will tell a teacher if I see anything I am unhappy with or if I receive a message I do not like.

- If I am in any doubt about any of these rules, I will check with my teacher first.

- I understand that my teacher and the school can check my computer files and the websites I visit.