



## RULES FOR ACCEPTABLE INTERNET USE – PUPIL VERSION

*Please read this document with your child. It will be taken that you and your child have understood these rules when completing the consents section in Arbor.*

The school has a range of computers and other devices that enable users to access the internet to support their learning. These rules are designed to keep us safe and will help us to be fair to others.

### USING COMPUTERS, LAPTOPS OR SIMILAR DEVICES.

- I will only access the network system with permission from an adult in school.
- I will not access other people's files without their permission.
- I will not bring in storage devices (memory sticks, portable hard drives etc.) from outside school and try to use them on school machines.
- I will not print at school unless I have permission from an adult in school, and I will not print more than once if the print does not work.
- I will only use school machines for school work or homework, unless I have permission from my teacher.
- I will not download any software onto the school system.

### USING THE INTERNET.

- I should ask permission from an adult in school before using the internet
- I will report any unpleasant material to my teacher **immediately** because this will help protect other people as well as myself.
- I understand that the school may check my computer files and may monitor the internet sites that I use in school.
- I will not deliberately access sites that are not allowed in school, or that I know may be unsuitable.
- I know not to click on 'pop-up' adverts, for example 'You have won....'
- I will not give my full name, home address or telephone number to anyone when filling in forms on the internet. I will not speak to people that I do not know online unless a teacher has organised this.

### USING EMAIL OR OTHER E-COMMUNICATION.

- I will ask permission from a teacher before using email.
- I will immediately report any unpleasant messages sent to me, because this will help to protect other pupils as well as myself.
- I understand that messages I receive or send in school may be read and checked by adults. Private messages should be sent outside of school using a different email account.

- I am responsible for my own email account. The messages that I send will be polite and responsible.
- I will not share my password details with others, and will let my teacher know immediately if I believe that someone else is misusing my account.
- I will only email people that my teacher has approved.
- I will not share my personal details using email, chat to or arrange to meet anyone that I do not know via email.

#### **MOBILE TECHNOLOGY.**

- I will not bring my mobile phone or mobile device to school, unless agreed beforehand with a teacher.
- If I accidentally bring my device, I will hand it to my class teacher to keep it safe.
- The school is not responsible for any device that I bring to school, should it get lost or stolen **or damaged?**
- I will not use my mobile phone or any other technology to bully, cause offence or damage to our school, its pupils and staff.
- I will immediately report any inappropriate messages to a member of staff/parent.