



St Robert's R.C. First School

ICT Code of Practice for Pupils

All pupils must follow the rules in this policy when using school computers, and the school Learning Platform (Nortle) Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Computer Rules	
1	I will only use the internet with permission from a teacher and with an adult present.
2	I will only use polite language on computers and must not write anything that might upset someone or give the school a bad name.
3	I know that a member of staff will regularly check what I have done on the school computers and will contact my parents/carers if there are concerns about my e-safety.
4	I know that if my teacher thinks I may have been breaking the rules she will check on how I have used the computers before.
5	I must not give anyone my personal details e.g photograph, name, address, or my telephone number - over the Internet. If I have to use an online name I will make one up.
6	I must not tell my username and passwords to anyone else but my parents and if I think someone has learned my password then I will tell my teacher.
7	I must never use other people's usernames and passwords or computers left logged in by them.
8	I will only open/delete my own files.
9	I must log off after I have finished with my computer.
10	I will use the school's ICT equipment for school work and homework only.
11	I must not use the computers in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to my teacher.
13	If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils.
14	I will not try to harm any equipment or the work of another person on a computer.
15	I will not bring a mobile phone to school.