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## **Rules for Staff and Students**

The computer system is owned by the school. This Responsible ICT Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**(Any Primary School)**

# **Responsible ICT Use**



**These rules help us to be fair to others and keep everyone safe.**

- **I will ask permission before using the internet.**
- **I will use only my own network login and password, which is secret.**
- **I will only look at or delete my own files.**
- **I understand that I must not bring software or disks into school without permission.**
- **I will only e-mail people I know, or my teacher has approved.**
- **The messages I send will be polite and sensible.**
- **I understand that I must never give my home address or phone number, or arrange to meet someone.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use internet chat.**
- **I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I understand that the school may check my computer files and the internet sites I visit.**
- **I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.**

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Edit this poster for display near computers.

Bracknell Forest Borough Council 2006

















