






Code of Conduct for Using Computers

This code of conduct should also be used at home as well as school.

	<ul style="list-style-type: none">• I will use school computers for school work and not to upset or be rude to other people.• I will look after school ICT equipment and tell an adult straight away if something is broken or not working properly.• I will shut down a computer when I have finished using it.
	<ul style="list-style-type: none">• I will save only school work on the school computers and will check with my teacher before printing.
	<ul style="list-style-type: none">• I will always use what I have learned about e-safety to keep myself safe at school or at home and will tell an adult if something makes me worried or unhappy or scared.
	<ul style="list-style-type: none">• I will not send any messages to other people which may upset or hurt them in any way either at school, at home or anywhere else.• I will not open messages from people I don't know without checking with an adult first.• I will not open any attachments without checking with an adult first.
	<ul style="list-style-type: none">• I will only go on websites at school which help with my school work.• I will tell an adult straight away if I go on a website that I think is unsuitable or offensive.• I will not change any filtering settings which are there to protect me and others.

I have read and will follow these rules.

I understand that everything I do on school computers can be seen by the teachers.

I understand that I must follow these rules or I will not be allowed to use school computers and ICT equipment.

My parents will be informed if I have deliberately broken these rules.