

# Emmer Green Primary School

## Rules for Responsible Computer Use (Key Stage 2)

At Emmer Green, we use a range of IT equipment, including the internet, to help our learning. These rules will help keep us safe and be fair to others.

### **We have the right to stay safe**

So when we use the computers it is our responsibility to follow these rules.

- I will only access the computer system with the logins and passwords I have been given.
- I will not access other people's files.
- I will report any unpleasant material or messages to my teacher immediately because this will help protect other pupils and myself.
- I understand that at any time, the school may check my computer usage, my files, messages that I send or receive, and the internet sites I visit (or try to visit).
- I will look after my personal information, and not give my full name, address or contact details over the internet or in email or other messaging tools.
- I will be aware of what information I am sharing and how it may affect the feelings and privacy of others.
- Any emails, messages and comments I send will be polite and responsible.
- I will closely follow the instructions of the teacher in all activities that use computer and internet activity, and will always ask if unsure what to do next.
- I will look after the IT equipment I use in school and be responsible and safe.