



Rules for Acceptable Use of ICT

At Toner Avenue, we care about our pupils and want to promote mature users of IT. Many of our computers have Internet access. This is to help with our learning. The following rules are to keep you safe. Following them also helps us to use IT fairly and sensibly.

- ☞ I will only access the computer network with the allocated login name
- ☞ I will not open or access anyone else's file in any way.
- ☞ I will only use the school computers for schoolwork and homework.
- ☞ I will not bring in CD-ROMs or memory sticks from outside school and try to use them on school computers.
- ☞ I will ask permission from a member of staff before sending any work to any printer.
- ☞ I will only use ICT equipment with adult permission.
- ☞ I will only use the Internet with adult supervision.
- ☞ I will only E-mail people if my teacher has given me both permission and E-mail addresses to use and to send to.
- ☞ Any messages I write or send will be polite and responsible.
- ☞ I will not give out my personal details (home address or telephone number) or arrange to meet anyone over the Internet.
- ☞ To help protect other pupils and myself, I will tell a teacher if I see anything unpleasant or anything I am unhappy with when I am using a computer.
- ☞ If I receive anything unpleasant or messages I do not like I will tell my teacher immediately.
- ☞ I will only download or copy any file or image under the supervision of my teacher.
- ☞ I understand that the school may check my computer files and Internet sites I visit.