

## WINDMILL PRIMARY SCHOOL SAFE AND ACCEPTABLE USE OF TECHNOLOGY

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

- I know that school computers and other devices are for school work only. I will ask my teacher if I am not sure what is allowed.
- I will use only my own network login and secret password unless my teacher has given out a class login.

Whether I am at home or at school:

- I will only send messages to people I know, or people my teacher allows.
- The messages I send will be polite and sensible.
- From time to time I may see things which are unpleasant or that I know are wrong. If I see anything like this I will tell a member of staff as soon as possible.
- I understand that I must never give out my home address or phone number, or arrange to meet someone. I will tell a teacher if someone wants to meet me.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

When I am at school:

- I understand that members of staff may check my use of technology, including files I have used and Internet sites I have visited
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or the school computers.

The school may exercise its right to monitor the use of all 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 taking place, or the system is used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Monitoring is triggered when a violation of this policy is registered on the system.