



**Quarry Bank Primary School**

**“Golden Rules” for using the computers**

**I am lucky...**

My school has computers and we can use them and the Internet to help us learn. I understand that a teacher can check my computer files and can check any Internet websites I visit.

These rules will keep everyone safe and help us to be fair to others. It is important that I read this policy carefully. If there is anything that I do not understand, I should ask.

**USING THE COMPUTERS**

<b>I will...</b>		<b>I will not...</b>	
Use the technology at school for learning.		Treat the computers badly.	
Use all computer equipment properly.		Leave the computer on at the end of a lesson.	
Follow the class rules if I have a memory stick.			

**PASSWORDS**

<b>I will...</b>		<b>I will not...</b>	
Keep my password safe and to myself.		Share it with anyone.	
Learn how to choose a strong password			
Remember my password.			

**EMAIL**

<b>I will...</b>		<b>I will not...</b>	
Only e-mail people I know, or my teacher says I can.		Be rude or nasty in an email.	
Follow the class rules if I attach a file to an email.			
Be respectful in how I write to others online.			

## SAFETY ON THE COMPUTERS

I will...		I will not...	
Treat my safety as important.		Make audio or video recordings of another pupil or teacher without their permission.	
Treat safety of others as important.		Download any programmes or games unless I have permission to do so.	
Follow the class rules.			

## INTERNET BEHAVIOUR

I will...		I will not...	
Be respectful in how I talk, write and work with others online		Write or join in with online bullying.	
Think carefully about what I read on the Internet.		Copy and paste information from the Internet and say it's my own work.	
Question if the information is real and I can trust it.			

## SAFETY ON THE INTERNET

I will...		I will not...	
Show my teacher if see anything I do not like on the computer or the Internet.		Write or give my personal details online <ul style="list-style-type: none"> <li>· Name</li> <li>· Home address</li> <li>· Telephone/mobile number</li> <li>· Which school I go to</li> <li>· Where I go after school or at weekends</li> </ul>	
Tell my teacher if I feel uncomfortable about anything I see on my computer or the Internet.		Pretend to be someone else.	
Understand that anything I report will be private and confidential.		Arrange to meet someone I do not know.	
Check with a responsible adult before I share or publish images of myself, my friends or other people onto the internet.			

***I am aware of the CEOP report button and know when to use it.***

***I know anything I do on the computer may be seen by someone else.***



**Signed:** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_ **(Child)**

**Dated:** \_\_\_\_\_