Carrington Junior School

Pupil Internet Code of Practice

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as floppy disks, CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.
- I will not bring into school any of the following devices without permission:
  - Mobile phones, including smart phones, blackberries, iPhones
  - Mobile Devices including laptops, iPads, tablets, netbooks, ebook readers, message/photo capable smart watches
  - Cameras including still and video cameras, Webcam
  - Gaming Devices for example, Nintendo Switch or other portable consoles

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for study or for school authorised / supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

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Pupil Internet Code of Practice

❑   I will only use the Internet when supervised by a teacher or adult. Personal devices that can access the internet, such as mobile phones, laptops and message capable smart watches are prohibited in school.

❑   I will never tell anyone on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.

❑   I will never send anything on the internet to anyone, such as picture without permission from my teacher/parents/carer.

❑   I will never give my password to anyone, even my best friend, and I will log off when I have finished using the computer.

❑   I will never arrange to meet anyone in person

❑   I will never visit an Internet chat room. If someone says or writes something which makes me feel uncomfortable or worried, and I will always report it to a teacher or parent.

❑   I will never respond to anything sent on the internet without the teacher's permission. If there is anything I see that concerns or worries me I will always report it to a teacher or parent.

❑   I will never send any unpleasant or bullying e-mails or use the internet to be mean or nasty to others. If I know of someone being mean or nasty I will report it to a teacher or parent.

❑   I will not search for anything that I haven't been asked to search for. I will report anything that I see that is unkind or worries me to the teacher if I come across them accidentally.

❑   I will always be myself and will not pretend to be anyone or anything I am not.

❑   I will not download software from the Internet (including screen savers, games, video clips, audio clips, *.exe files), without permission.

❑   I will not use my email address to sign up to websites without my teacher's or parent's knowledge.

❑   I know that my teacher and the internet service provider will check the sites I have visited.

❑   I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the internet for any other purpose.

❑   I understand that I will not be able to use the internet if I deliberately access or try to alter (also known as hacking) any part of the schools' system or other systems.

❑   I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.

❑   I know that the contents of my e-mail messages will be monitored by school.

❑   I know that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.

Pupil's Name: ……………………………………

I have read the Pupils' E-Safety Policy and I have discussed it with my son/daughter. We agree to the school's policy on the use of the Internet.

Signed (Parent/Guardian/Carer) ……………………………………………………

Signed (Pupil) ……………..……………………

Date…………………………..