

Children's Online Safety Guidance

I WILL:

- treat my username and password like my toothbrush – I will not share it, or try to use any other person's username and password
- immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online
- respect others' work and property and will not access, copy, remove or change any one else's files, without their knowledge and permission
- be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- not use my personal handheld/external devices (mobile phones/USB devices etc) in school.
- understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- immediately report any damage or faults involving equipment or software, however this may have happened
- not use chat and social networking sites in school.

I WILL NOT:

- try to make downloads or uploads from the Internet
- take or share images (pictures and videos) of anyone without their permission
- use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube)
- try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes
- attempt to install programmes of any type on a machine, or store programmes on a computer
- try to alter computer settings