



Pupil ICT Code of Conduct

When using the computers I will:

- Only use the computers in the Infant ICT Suite, Junior ICT Suite, classroom and corridor computers when I have permission from a member of staff.
- Use the equipment correctly and treat it with respect.
- Keep food and drink away from the computers.
- Report any damaged or broken equipment to the teacher.
- Only use programs or websites that I have been given permission to use.
- Only logon to the computer using my username and password.
- Not tell anybody else my username or password.
- Change my password regularly to prevent other users logging on as me.
- Use the computers appropriately to complete the task I have been set.
- Only save my work in my area on the network. I will not attempt to change, save or delete work from another user's area.
- Only print work when I have been given permission from the teacher.

Online Safety

- I will not share my username, password or other login details with anybody.
- Only access relevant and appropriate websites.
- I will ask for help from a teacher or other adult if I am not sure what to do.
- I will use "Hector the Protector" (the screen dolphin) to cover the screen if I access something inappropriate or something that I don't like.
- I will let an adult know if I have clicked on Hector and talk to them about what was on the screen.
- I will not share my personal details with anybody online.
- I will not use chat rooms or messenger sites.
- I will not post unkind or abusive messages on the learning platform.