Hebburn Lakes Primary School

Responsible Computer and Internet Use

At Hebburn Lakes Primary we use a range of ICT devices and internet access to enhance the learning of our pupils. The following rules will help us to keep everyone safe when using this technology.

- I will read and follow the rules that are displayed in the ICT suites and in the Home School Agreement.

- On the school network and learning platform, I will only use my own login and password which I will keep safe and a secret at all times.

- I will not look at, alter or delete other people's files.

- I will not bring into school any portable ICT equipment unless given permission from my teacher.

- I will ask permission before entering any website, unless my teacher has already approved the site.

- I will only email people who my teacher has approved, sending them appropriate and polite messages.

- I will ask permission before opening an email or an email attachment sent by a person I do not know.

- I will not use internet chat.

- If I see anything I am unhappy with or receive messages I do not like, I will tell a teacher immediately.

- I understand the school may check my computer and email files and do monitor the internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using PCs, Laptops, IPads and the internet.

Hebburn Lakes Primary may exercise the right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of email and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.