12 rules for responsible ICT use
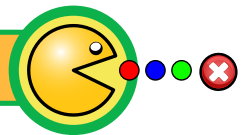
Keeping safe: stop, think, before you click!

These rules will keep everyone safe and help us to be fair to others.

- We will only delete our own files.

- We will only use the school's computers for schoolwork and homework.

- We will not look at other people's files without their permission.

- We will keep our login and password secret.   ******

- We will not bring files into school without permission.

- We will ask permission from a member of staff before using the Internet and will not visit Internet sites we know to be banned by the school

- We will only e-mail people we know, or our teacher has approved.

- The messages we send, or information we upload, will always be polite and sensible

- We will not open an attachment, or download a file, unless we have permission or we know and trust the person who has sent it.

- We will not give out personal information – such as our name, address, phone number, email – or send photographs or videos, to people we don't know and trust.

- We will not arrange to meet someone we have only been in touch with online, unless we have our parents' or carers' permission and they can be present.

- If we see anything we are unhappy with or we receive a message we do not like, we will not respond to it but we will tell a teacher / responsible adult.

CITY LEARNING CENTRE

If in doubt, Ask a teacher

London Borough of Barking & Dagenham