

Email and Internet Policy



RESPONSIBLE INTERNET USE

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

- ★ I will ask permission before using the Internet.
- ★ I will use only my own network login and password, which is secret.
- ★ I will only look at or delete my own work/files.
- ★ I understand that I must not use my own software or disks in school without permission.
- ★ I will only email people that I know or people that my teacher has approved.
- ★ The messages I send will be polite and sensible.
- ★ I understand that I must never give my home address or phone number, or arrange to meet someone over the Internet.
- ★ I will ask permission before opening an email or an email attachment sent by someone I do not know.
- ★ I will not use Internet chat rooms.
- ★ If I see anything I am not happy with or I receive messages I do not like, I will tell a teacher immediately.
- ★ I understand that the school may check my computer files and the Internet sites I visit.
- ★ I understand that if I deliberately break these rules, I may be banned from using the Internet and computers.

