



Saint Joseph's Catholic Primary School, Borough

# Think before you click

- I will only use the school's computers/tablets for schoolwork.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material, e.g. on a memory stick
- I am aware that some websites and social networks have age restrictions and I will respect these.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will only post polite and respectful messages / images on social media.
- If I see or read anything on any device (PC, laptop, tablet, mobile phone) that upsets me, I will show a trusted adult as soon as possible.
- I will not display / give out my personal information, such as home / school addresses, phone numbers, age, date of birth, gender.
- I will not send / post photographs or videos that could be used to identify me, my family or my friends.
- I will not arrange to meet someone I have only ever previously met on the Internet
- **Year 5 and 6 only.** I will hand my mobile phone into the office immediately on arrival to school in the morning.

I understand that if I break these rules **I will not be allowed** to use the computer equipment.

Name.....

Date.....