Internet Use Guidelines

This agreement applies at all times, on all devices, and helps keep everyone safe.

- I will ask permission before using the Internet, and only go online with an adult present in the room.

- I will never post pictures or videos from school online, apart from on my e-portfolio.

- I will only visit websites with links on the VLE, or that I have been given permission to access by my teacher. In internet research lessons I will obey the E-Safety rules and only visit appropriate websites.

- I will only use my own login and password.

- I will only look at or delete my own files, or files shared with me.

- I will ask my teacher before I download anything from the internet.

- I will only e-mail or message people I know, or that my teacher has approved.

- **All communication** (including email, chat and forum posts) will be **polite and sensible**.

- I will not use my school email to register for websites without permission.

- I understand that I must NEVER share personal details, including my name, age, home address, phone number, or arrange to meet someone I met online.

- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- I will only use instant messaging with my teacher's permission.

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

- I understand that the school ICT admins have access to all my school accounts, including email, the VLE and google docs.

- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers, and severe cases may result in being suspended.

The school exercises its right to monitor the use of the school's computer systems, including all internet use, especially student use of VLE and their email accounts. All instances of cyberbullying or inappropriate internet use will be taken very seriously.