

Caversham Primary School

Internet and E-mail Code of Conduct



Parent/carer copy to be kept at home for reference

Your child has received a short talk on internet and email rules prior to them receiving their own school e-mail account. We ask that you support us in promoting the safe use of the internet by discussing these rules with your child and helping them complete the attached school agreement.

Passwords:

When I have my own password I will not tell it to anyone.

I will remember it.

I will not try to find out anyone else's password.

I will not allow people from outside school to use a school computer without permission from a member of staff.

Data, music and games:

I will not bring in any games from home and try to install them on the network.

I will not download anything from the internet unless I am asked to by a teacher.

I will not copy someone else's CDs or games. I might be breaking the law.

I will not use USB devices or CDs of my own unless I have permission from the teacher.

I will only open/delete my own files.

Using email:

I will stop and think before I open any email and delete it straight away if I don't know who it is from.

I will only use my school email account in school and only when I have permission from a teacher.

I know that my emails will be monitored by the school and anything inappropriate will be filtered.

I know that if I misuse the email system my parents will be contacted.

Using the WWW:

- I will look at more than one website when I am doing research to check that the information is reliable.
- If I find a webpage that makes me feel upset or uncomfortable, I will close it, use the back button or turn off the screen, then I will tell my teacher or parents.
- I will not search for unsuitable web pages - I will be blocked from using the computers if I do.
- To keep myself safe I will **not** put my full name, email address, real address, telephone number or school name on a website, or tell this information to anybody online who I do not know in real life.
- I will not post anyone else's personal details online either.
- I will always check with my parents or teacher before sending photos or videos to a friend.
- I will not put names with photos or show school logos.
- I will only write things which are friendly and true online or in text messages.
- I will not use chat or social networking sites during school time.

Further points for parents/carers:

- Children are only referred to by first names on our webpages.
- All internet access at Caversham Primary School is filtered through a proxy server. Therefore the search engines used by children offer a filtered list of links.
- The administrator has access rights to the email accounts of all users and can monitor all mail sent. Any offensive messages will be barred.
- Children must report any misuse of internet or email to a teacher immediately. If any child is found abusing the system, their parents will automatically be informed.
- We recommend that parents using the internet at home with children develop a similar set of rules and use security software. For further information please request to see a copy of our e-safety policy which contains a list of resources for parents.