

Using the Internet

The use of the internet is monitored in school.



- Only use the internet when there is a teacher or other adult present or when you are given permission.
- Use the internet for educational purposes.
- Do not access sites that would offend others. For example pornographic, indecent, illegal, abusive or otherwise offensive images, text or sound.
- When using e-mails they should always be polite, appropriate and sensible.
- Respect copyright and trademarks. Always acknowledge the sources of any images, text or sound that you use for educational purposes.

Keeping Yourself Safe

Follow these simple rules to keep yourself safe.

- Never give out personal details over the internet. For example your name, address or mobile phone number.
- Do not display photos or information about others without their permission.
- Never arrange to meet anyone who contacts you over the internet.
- Report any offensive or inappropriate messages to your teacher or parent.
- Report anything that makes you feel uncomfortable.
- Check the trustworthiness of any sites you use for information.

Consequences

- If you misuse equipment and it gets broken you are spoiling the learning of others and you may be given a detention.
- If you do not keep your password secure someone may steal or delete your work.
- If you access inappropriate sites the monitoring software will screenshot the web pages you are viewing and your internet access may be removed. We may also contact your parents.
- If you give out personal details over the internet you will be putting yourself at risk.



Berwick Academy ICT Code of Conduct

Please help us to make sure everybody benefits from the computer facilities by following the code of conduct.



- Wait outside computer rooms until your teacher lets you in.
- Do not eat or drink in the computer rooms.
- Check you mouse, keyboard and monitor when you arrive and tell the teacher if anything is broken.
- DO NOT change any of the computer components yourself. The technical staff will do it for you.
- DO NOT open the printer or try to fix it if it is broken. Some of the parts are really hot and may burn you.
- Keep your password secure. Do not log on using anyone else's password.