

ICT Development Service



Keeping Safe:
Stop, Think, before you
Click!
12 rules for responsible ICT use

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

1. I will only use the school's computers for schoolwork and homework.
2. I will only delete my own files.
3. I will not look at other people's files without their permission.
4. I will keep my login and password secret.
5. I will not bring files into school without permission.
6. I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
7. I will only e-mail people I know, or my teacher has approved.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
10. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
11. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
12. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

In Support of
Learning



ICT Development
Service