



Copnor Primary School Acceptable use policy for pupils

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

- Give your Mobile Phone (labelled with your name on) to the Breakfast Club Supervisor or Main School office for safe keeping.
- Ask permission from a member of staff before using the Internet and do not visit Internet sites you know to be banned by the school.
- Do not access the internet without an adult present.
- Only use the school's computers for schoolwork and homework.
- Only delete your own files.
- Do not look at other people's files without their permission.
- Keep your login and password secret.
- Do not bring files on a portable device into school without permission.
- Only e-mail people you know, or your teacher has approved.
- Keep your messages polite and sensible that you send
- Do not open attachments, or download files, unless you have permission or you know and trust the person who has sent it.
- Do not give your home address, phone number, send a photograph or video, or give any other personal information that could be used to identify you, your family or friends, unless your teacher has given permission.
- Never arrange to meet someone you have only ever previously met on the Internet or by email or in a chat room, unless your parent, guardian or teacher has given you permission and take a responsible adult with you.
- If you see anything you are unhappy with or receive a message you do not like, do not respond to it but tell a teacher / responsible adult.