

St Thomas More Primary School
On-Line Access
Computer Use Code of Conduct: Years P - 6

The computer network at St Thomas More Primary School has been provided for us to use as a tool in our learning. We will be able to use the computers to receive and send information from around the world to help us learn.

Care and Usage of the Equipment

- I will care and look after the computers and all of their parts.
- I will not eat or drink near the computers.
- I will only use the computer when a teacher is present.
- I will not copy, download or put my own software on the school computers, as this may cause a virus.
- I will not use alternative ways to enter blocked sites.
- I will not change any of the settings on the school computers.
- I will not access my school email account to send emails *unless I am at school*.
- I will not use the school computer before school, after school or during breaks.

Work Habit

- I will only use the computer for tasks directed by my teacher.
- I agree to follow all teacher instructions when using the computers.
- When using the internet, I will only search for information about my work.
- I will only access my own email.
- I will make sure that any email I send, shows politeness and respect as a representative of St Thomas More School.
- I will not submit other people's work as my own.
- I will not access or use other people's email accounts.

Personal Safety

- I will use only my first name when communicating on-line with other people.
- I will not give out mine or anyone else's home address or phone number.
- I will tell a teacher, parent and/or responsible adult if I find any information that makes me feel bad, unsafe or uncomfortable and if I think a site should be filtered.
- I will not access or use chat rooms when using the school email account.
- I will make a teacher, parent and/or responsible adult aware if others use the computer / internet inappropriately.
- I will not give out my password to anyone.
- I will choose a password that others are not likely to predict.

Breaking any of the rules listed above will cause me to not use the computers for a period of time depending on the severity of the offence.