



## CHROMEBOOK USE CODE OF CONDUCT: YEARS 3 – 6

I understand that by using my Chromebook at St Thomas More Catholic Primary School I am required to abide by the following rules.

### Care and Usage of the Equipment

- I will care and look after my Chromebook and all its parts.
- I will not eat or drink near the Chromebook.
- I will only use the Chromebook when directed by the teacher.
- I will not copy, download or put software onto my Chromebook.
- I will not use alternative ways to enter blocked sites.
- I will not change any of the settings on my Chromebook.
- I will not access my school email account to send emails unless I am at school.
- I will not use my Chromebook before school, during breaks or after school.

### Work Habits

- I will only use the Chromebook for tasks directed by my teacher.
- I agree to follow all teacher instructions when using my Chromebook.
- When using the Internet, I will only search for information about my work.
- I will make sure that any emails I send, show politeness and respect as a representative of St Thomas More Catholic Primary 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 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 their Chromebook or the Internet inappropriately.
- I will choose a password that others are not likely to predict.
- I will inform my teacher of my password and I will not change my password.

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

I have discussed this with my teacher and my parents/guardians and I agree to follow all of these rules. I realise that if I break these rules, I will not be allowed to use my Chromebook for a period of time depending on the severity of the offence.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2021