

# CHIS Acceptable Use for Pupils

**When I use the school's ICT systems (like computers) and the internet in school I will:**



Ask a teacher or adult if I can do so before using them

Only use websites that a teacher or adult has told me or allowed me to use

Tell my teacher immediately if:

- I click on a website by mistake
- I receive messages from people I don't know
- I find anything that may upset or harm me or my friends

Use school computers for school activities only

Be kind to others and not upset or be rude to them

Only use the username and password I have been given

Try my hardest to remember my username and password

Never share my password with anyone, including my friends

Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer

Save my work on the school network/Purple Mash

Check with my teacher before I print anything

Log off or shut down a computer when I have finished using it

Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly

