

The Rules for ICT and Digital Learning in Glencoats

Be Secure:

I will keep logins and passwords to myself and not share them with anyone, even my friends.

- I will always log out when I leave the computer/device.
- I will not look at anyone else's files without their permission.

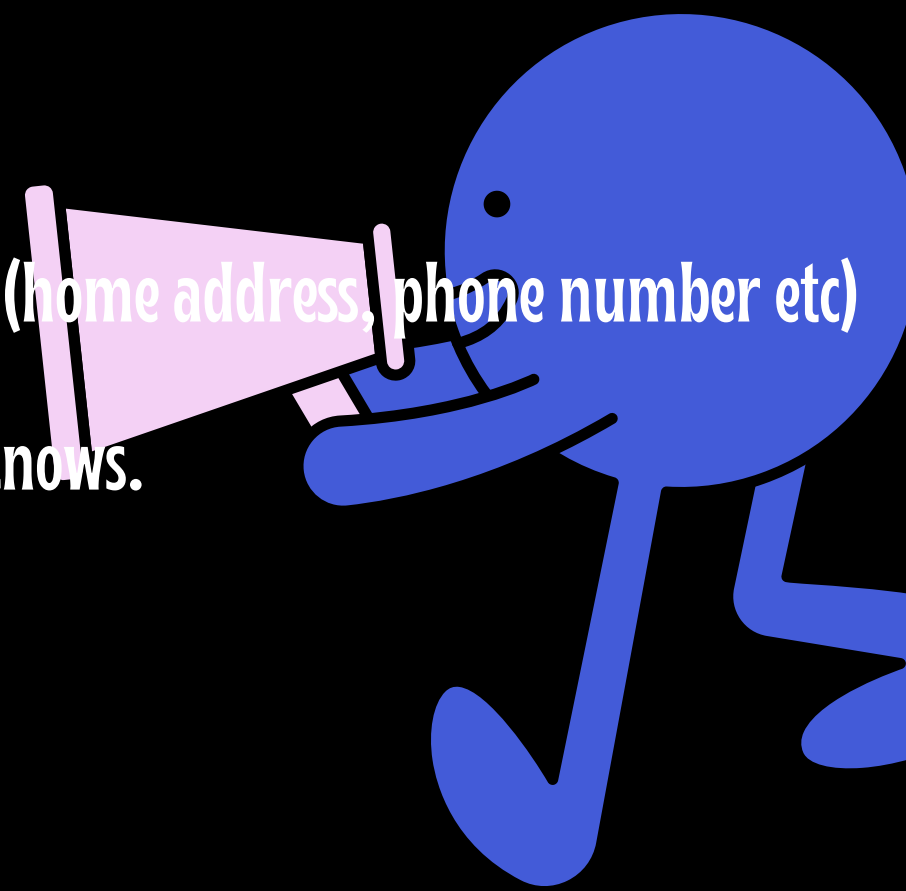
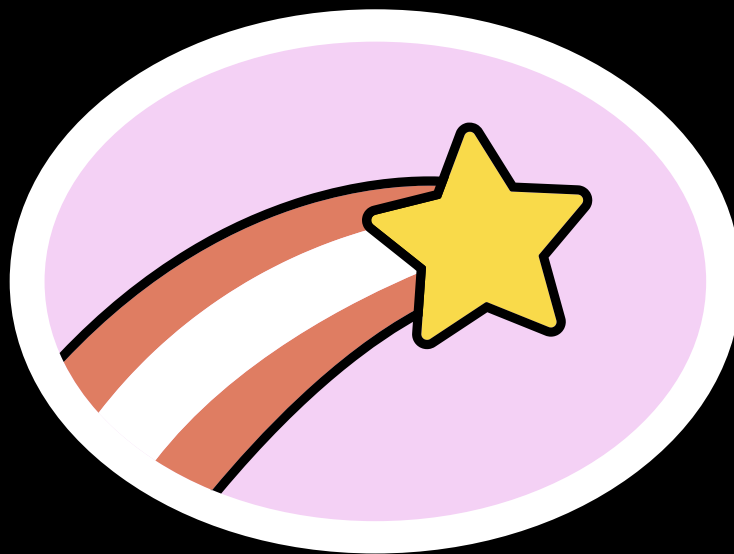
Be Respectful:

I will always be polite and will not use bad language.

- I will remember that anything I do can usually be traced back to me.
- I will not access, create, store, or distribute files that could be thought of as offensive or indecent, or that harasses or insults others.

Be Safe:

- I will not share my personal details or any personal information about other people (home address, phone number etc) in emails, messages, online or with other people.
- I will only send messages to people I know, or my teacher knows.
- I will not arrange to meet people I talk to online.



Be Legal:

- I will only put relevant and acceptable materials on to the internet, Glow and Social Media.
- I will never photograph or video staff or other pupils without their knowledge and permission.
 - I will never upload photographs or videos of others without their permission.
- I know that bullying using text, multimedia messaging, emails, social networking, or any part of Glow is unacceptable and may lead to very serious consequences.
 - I know that I should not copy materials, including videos and pictures from the internet and use them in my own work unless they are copyright free.

Be Responsible

- If I see or hear something that is wrong or that upsets me in emails, on the internet, Glow or Social Media, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen.
 - I will not use internet sites which have unsuitable content.
 - I will not record my fellow classmates or school staff without permission.
- I will take good care of school the ICT equipment I am using. If there is a fault or the device is damaged in any way, I will report it immediately to the HT of my school.
- I understand that if I am irresponsible in my use of ICT, the internet, Glow or Social Media and my access may be removed if I break these rules.

