

Milton Road Primary School

ICT Code of Conduct

- We will respect the equipment and not attempt to alter any settings.
- We will keep passwords secret.
- We will use our turn on the computer well and keep on the task we have been set.
- We will make sure work is saved in our personal folders before closing a program.
- We will not open anyone else's personal folder without their permission.
- We will not bring in disks from home to use on the computer without asking permission.
- We will only email people with our teacher's permission.
- We will always use polite language when using the computer.
- We will not use any chat lines.
- We will only use the Internet if we have the permission of a teacher.
- We will acknowledge other people's work and not pretend it is our own.
- We will ask permission before printing out our work.
- When using the Internet we will not give out any personal information about others or ourselves.
- If we see or receive anything upsetting or that we are unsure about we will switch off the monitor and tell the teacher immediately.

June 2007