



BROMSGROVE PREPARATORY SCHOOL

YEAR 3 AND YEAR 4 PUPIL RESPONSIBLE USAGE POLICY

This is how we look after the school network:

- I will ask permission from my teacher if I want to use the school computers, my own devices, a camera or any other equipment. I will ask permission if I want to use an iPad and will always follow the iPad rules.
- I will ask permission from my teacher if I want to use the internet and only use activities that my teacher has told or allowed me to use.
- I will use the school network sensibly and will not do anything I have been told not to do by my teacher.
- I will ask for help from my teacher if I am not sure what to do or if I think I have done something wrong.
- I will take care of the computers and other equipment.
- I understand that the school will monitor my use of the school internet and devices.

This is how we stay safe when we use computers:

- I will keep my username and passwords safe and I will not use any other person's username or password.
- I will not share personal information about myself or others when I am online.
- I will respect other people. I will be polite and kind when I communicate with others.
- I will not pass on information from any unsuitable sites to anyone else in school.
- I will not open emails if I do not know the person who has sent it to me.
- I will tell my teacher straight away if I see something that upsets me on the screen, either at home or at school.

I know that if I break the rules on purpose then a sanction may be given. I might move down the ladder, be given a red warning card or not be allowed to use a computer or iPad.

