



Using the Internet in School

All adults working with ICT equipment in Lord Deramore's School must ensure that they have read and agree to abide by the following rules.

For personal use:

- Keep the school passwords private within school.
- Ensure that home computers have virus checking software so there is no risk of transferring viruses from USB memory sticks.
- Do not open other people's files without their permission.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer.
- Use of school Internet access for business, profit, advertising, personal shopping or political purposes is strictly forbidden.
- In email, do not include abusive language in your messages and ensure nothing could be interpreted as libellous.

When using the Internet or e-mail with children

- Remind children of the rules for safe use of the Internet or e-mail.
- Watch for accidental access to inappropriate materials and report the offending site to the ICT Co-ordinator.
- Ensure you are aware of the children in your class whose photographs may not appear on the website.
- Ensure photographs of children are not named.