



Sample

Responsible Use Rules for our School

The computer system is owned by the school. These rules will help us to be fair to others and keep everyone safe.

1. I will only use my own network login and password
2. I will not look at, change or delete other people's files.
3. I will not bring in my personal software, disks, memory sticks, MP3 player, mobile phone, PDA, laptop or personal digital devices into the computer room.
4. I will ask permission before using the Internet.
5. I will tell the teacher if I see a problem with any computer.
6. I will not download software from the Internet.
7. I will obey copyright rules.
8. I will not give my address or phone number online.
9. I will only e-mail people my teacher has approved.
10. I will be respectful of the feelings of other users.
11. I will not use Internet chat.
12. I will tell a teacher immediately if I see anything I am unhappy with or I receive messages I do not like.
13. I understand that the school may check my computer files and the Internet sites I visit.
14. I understand that if I deliberately break these rules, I may not be allowed to use the computers or the Internet.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deleting of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.