

## You must:

- Only access sites that are appropriate for use in school. This also applies outside lesson time.
- Be aware that your actions on the Internet can be seen by others.
- Obey all classroom rules while using the Internet.
- When using online communication tools, be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet.
- Treat others as they would expect to be treated. For example, show respect, be polite and avoid using sarcasm.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Immediately and discretely inform your teacher if you accidentally come across something that is illegal, dangerous or offensive.
- Only send an E-mail when you have been given an account by the school's system administrator and have received instruction in E-mail protocol. This will include a lesson in checking E-mail attachments for viruses.
- Use appropriate grammar instead of texting language in online communication
- Respect the expensive equipment provided for use by not vandalising the equipment or eating and drinking during its use.

## You must not:

- Post group codes publicly.
- Send, access or display offensive messages, language or pictures.
- Post pictures of self or class mates without teacher permission.
- Download files without the prior permission of your teacher. Files could have viruses that damage the computer equipment as well as causing delays for other users of the Internet.
- Complete questionnaires or subscription forms for yourself or others. These may ask for personal information that will affect your privacy.
- Intentionally waste resources such as excessive printing.