



# Tadworth Computer Rules



**T** **Tell an adult** - You should always tell an adult if you come across something inappropriate, or that worries you, while using technology. Even if you are just a little unsure, an adult will be able to give you good advice.

**H** **How would you feel?** - Everyone deserves to be able to enjoy technology without getting nasty messages or emails. Bullying by using technology is no more acceptable than bullying in person. How would you feel if someone wrote you a nasty message?

## IS IT APPROPRIATE?

When you go to a website, ask yourself if it's appropriate. If you wouldn't show it to a teacher or someone at home, it probably isn't! If it's inappropriate, close it straight away and tell an adult.

**N** **Never give out details.** Unless an adult has specifically asked you to, you should not be contacting anyone that you don't know on the internet or by mobile phone. Whoever you are talking to, even if you think you know them, you should not be giving out personal details, or arranging to meet anyone.

**K** **Know the rules!** The school rules, and any rules that you follow at home, are there to protect you and help you stay safe when using technology. Make sure you know the rules and follow them at all times.

# THINK!



# Tadworth Computer Rules



- I will only use the internet when there is an adult present
- I will tell a teacher immediately if I come across anything inappropriate
- I will not will not access chat rooms or social networking sites
- I will not access personal email accounts from any school computers
- I will not use technology in any way that might upset others
- I will tell an adult immediately if I receive an email, text message, or any other online message that makes me feel uncomfortable or upset
- I will not reveal details about myself or others (such as addresses and/or telephone numbers), or arrange to meet anyone
- I will always ask an adult before I print anything
- I will look after equipment each time I use it
- I will not take food or drink into the ICT suite or near any laptops
- I understand that if I break the rules, I might not be allowed to use the computers in school for a period of time

**THINK!**