



# Loyola Preparatory School

## RESPONSIBLE INTERNET USE FOR PUPILS – Addendum A

At Loyola Preparatory School, we use the school computers, tablets and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe:

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, for network or email access, which I will keep secret.
- I will not look at or delete other person's files.
- I will not bring flash drives into school.
- I will only email people I know, or who my teacher has approved.
- The messages I send will be polite and sensible.
- When sending email, I will not give my home address or phone number, or arrange to meet someone.
- When playing on line learning games, I will only play members of our school or other approved groups.
- I will not chat via email or online unless I receive permission from a teacher.
- I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- I will only use Internet chat with permission and then only as part of a learning experience.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell the teacher, classroom assistant or computer technician immediately.
- If I see an image or a video that I am unhappy with or if I receive a message that I do not like, I will turn the screen off immediately, then I will tell a teacher classroom assistant or computer technician immediately. I will not show these images or messages to other boys at school.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I know that the school or my parents may monitor my email account.
- I understand that if I deliberately break these rules that I could be stopped from using the Internet or computers.
- When I take pictures or text from the internet I will not pretend that they are my own work and when possible I will credit the website where the information was taken.
- I will not bring a mobile phone or tablet into school without written permission from the office. If given permission, I will store any device with the office or teacher as appropriate.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the inception of email and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.