



Holmwood House Preparatory School
Rules for Responsible Computer and Internet Use

These rules help us to be fair to others and keep everyone safe.

- ❖ I will ask permission before using the Internet.
- ❖ I will only use my own network login and password, which is secret.
- ❖ I will only look at, or delete, my own files.
- ❖ I understand that I must not bring software, disks or memory sticks into school without permission.
- ❖ I will only e-mail people I know, or my teacher has approved.
- ❖ The messages I send will be polite and sensible.
- ❖ I understand that I must never give out my home address or telephone number, or arrange to meet anyone.
- ❖ I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- ❖ I will not use Internet chat rooms.
- ❖ If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- ❖ I understand that the school may check my computer files and the Internet sites I visit.
- ❖ I understand that if I deliberately break these rules, I may not be allowed to use the Internet or the computers, and that I may be punished.