

Copthill School

SCHOOL RULES

At Copthill School, we focus upon three school principles or rules. They are:

- Be Respectful
- Be Responsible
- Be Reflective

These three principles can be applied to a variety of situations and it is upon these principles that all our actions and discussions should be based.

Our Charter of Good Digital Behaviour

Note: All Internet and email activity for pupils is subject to monitoring

At Copthill School we understand the importance and benefits of using computers to help with children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Please could parents/carers read and discuss this policy with their child and then sign and return to Mr Smith

I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting.

I Promise – to show respect for the work that other people have done.

I will not – use other people's work or pictures without permission to do so.

I will not – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not – share my password with anybody. If I forget my password I will let my teacher know.

I will not – use other people's usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online; I will treat everybody the way that I want to be treated.

I will - respect our School Email Rules:

1. Do not write anything that you would not be prepared to say to someone face to face
2. Double check that you are sending the email to the right person
3. Always address Staff - Dear Mr..... or Mrs.....
4. Do not send emails to more than 1 person at a time - UNLESS you have a teacher's permission

I understand – that some people on the Internet are not who they say they are. I will tell my teacher if I am ever concerned in school or my parents if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

Signed (Pupil):.....

Signed (Parent/Carer/Teacher):.....