



## Ernest Cookson School

### **Responsible Use of the Learning Platform and my e-portfolio**

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will use only my own login and password, **which I will keep secret.**
- I will only message people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending a message or e-mail, I will not give my home address or phone number, or arrange to meet someone.
- 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 except if it is a discussion forum that has been set up by my teacher using the learning platform.
- Any work I display using e-portfolio will be work that I know I would want my family and friends to see.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules, I will be stopped from using the Internet or computers for four weeks.

The school may exercise its rights by electronic means to monitor the use of the school's computer systems, including the monitoring of web sites, the interception of E-mail and messages and the deletion of inappropriate materials in circumstances where it believes unauthorized 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 unauthorized or illegal.

Discussion forums will play a larger part in the type of discussion work your child will do in school. The filter is automatically set to allow discussion without an adult validating the messages. If your child mis-uses the discussion forum, they will be dealt with through our anti-bullying policy, their account suspended and parents informed.