



Waltham Pre-School

Rules for Responsible I.T. Use

Policy Statement

These rules will keep everyone safe.

- I will only access the system with my own login and password, which I will keep private.
- I will not access other people's files.
- I will only use the computers / tablets for school work.
- I will not bring in CD's or other media from outside school unless I have been given permission.
- Messages I send will be polite and responsible.
- I understand the Internet / Tapestry use is always monitored for safety and security.
- I will only use the Internet for work related materials.
- I will not access inappropriate material.

Staff members name:

Signature of staff member:

Date:

Management's signatures:

Date: