



# Responsible use of ICT

Why?

**Redhill encourages the use of ICT to help you learn. But we are also aware that it can be misused - distracting yourself or others, accessing inappropriate material or even putting yourself at risk.**

**So we have this simple set of rules to help you responsibly use ICT.**

*Always use ICT resources for learning*

Logging on

Only ever log on with your own **username** and **password**.  
Never tell your password to anyone else. Don't forget it!  
See your teacher or ICT Support if you need to change it.

Internet  
+ email

Only go on **websites** that you have been told to go on.  
Do not go on websites that will distract you from your work like games, music or sport.  
Only ever **email** people your teacher has told you to.  
NEVER go on any **chat** website

Printing

Check your work fully before you **print**.  
Only print in **black and white** (unless it is for display or a finished piece).  
Do not print out whole websites – instead, use them to answer the questions you have been set, take notes or mind-map.

Equipment

Use ICT **equipment** responsibly and with care.  
You may be charged for any damage you cause if you are careless.  
Tell your teacher if there is a problem with your computer.

Shared  
Documents

START, My Computer, **Shared Documents**  
Never take any files from this area out of school (e.g. by disk or email) unless told to do so by your teacher.

*If you dont...*

If you break any of these rules you can expect to be **banned** from...

- **using the Internet**, or
- **printing anything out**, or
- **using a computer at all!** (in very serious cases)

These bans could last for **one week** (first time/less serious), **one month** (next time/more serious) or, in extreme cases, **permanently**.