

# RULES FOR TAKING CARE OF ICT EQUIPMENT



- I will always be very careful when using any ICT equipment.  
I understand that ICT equipment is fragile and expensive.  
I will carry portable ICT equipment carefully with both my hands.
- I will not fiddle with anything connected to the computer.  
I will always leave a computer and ICT equipment as I found it.
- I will only log on to the computer network with my own username and password.  
I will not share my login details with anyone outside school.
- I will not change any settings on the computer without permission from my teacher.  
I will report any warning messages I see on the screen to an adult.  
I will not attempt to by-pass the school's internet filtering system.
- I will not bring CD ROMs or data-sticks into school without teacher permission.  
If I have permission, I only use them on a computer when my teacher is with me.