

# The Base Out of School Club

## RESPONSIBLE INTERNET USE

We use the computers and Internet connection for learning and play.  
These rules will help us to be fair to others and keep everyone safe.

- I will not use the internet if a member of staff is not present in the room.
- I will not look at, tamper with or delete other people's files.
- I will not bring any recording media The Base.
- E-mail will not be used at The Base.
- I understand that computers can be damaged by viruses sent by E-mail. I will not open an E-mail or an E-mail attachment.
- I will not use internet chatrooms, message boards or forums.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a member of staff immediately.
- I know that the School or The Base staff may check my computer files and may monitor Internet sites that I visit.
- I will not delete the browsing history.
- If I am unsure of anything I see on a website I will ask a member of staff.
- I understand that if I deliberately break these rules, I will be stopped from using the internet and computers, at the discretion of The Base manager.

The Base may exercise its right by electronic means to monitor the use of the School's computer systems, including the monitoring of websites, and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Schools computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Agreed by the staff and committee of The Base Out of School Club. May 2012.