

## Look after our resources and equipment

**NEVER** go into **someone else's files** unless they are there, and give you permission

**ALWAYS** take **care with school equipment** so that it remains in good condition

**ALWAYS** think about **file size**, and do not download lots of pictures or work

**ALWAYS** observe your **time slot** carefully

**ALWAYS** check with a teacher before you use **discs from home**