

# E-Safety Rules

## KEY STAGE TWO

- I will only use the internet and email when given permission and supervised by my teacher.
- I must ask for permission to search the internet.  
I will tell my teacher what I am searching for, and the words I am using to search with.
- I will only look at or download material from the internet that is appropriate to the work I am doing.
- If I see something on the computer or internet that is inappropriate or upsets me, either at school or at home, I will report it to an adult immediately. Unfortunately this can happen by accident and telling an adult can stop it happening again.
- I will only send emails to people approved by my teacher.  
I will only send messages that are polite and friendly.  
I will not open emails or attachments from people I do not know.  
I will immediately report to my teacher or parent any upsetting or bullying messages sent to me at school or at home.
- When using the internet or email, I will not give out my personal details or the personal details of anyone I know at school or at home. (*This includes full names, date of birth, house addresses, email/msn addresses, telephone numbers, name of my school, photos of myself or friends and family, banking details, diary dates*).
- I will not attempt to use instant messaging or social networking sites at school. These sites are blocked by the school's filter.
- I will never arrange to meet a stranger through the internet or email.
- On a computer or using the internet at both school or at home I will not:
  - \* create...
  - \* show to others on screen...
  - \* photocopy...

\* send...

\* forward / pass on...

...any material that would offend, upset or bully other children or adults at the school. (*This includes text, pictures, photos, video clips, animations, sound files or any other media*)

I understand that the school takes very seriously the cyber-bullying of any child or adult and must take strong action against it.

I understand that writing or sending hateful / threatening messages which upset others is illegal.

- I will not upload any material on to the internet without my teacher first checking the content and giving me permission.
- I will respect the copyright of any material posted by others on the internet. If I use information from a website in my own work I will type the web address on my work.
- I will not break the school's copyright by using the school logo, letterhead, or any other material produced by the school on paper, its network or website without permission.
- I will only use school digital and video cameras when given permission and supervised by my teacher.  
I will only take appropriate photos or video clips of others or myself.  
I will respect the photos or video clips I have taken of others, and only use these in my work at school.
- The school discourages children bringing mobile phones (or other hand held devices) into school.  
If I have a mobile phone or device I will keep it turned off whilst on the school premises (this includes the playground and playing field) and leave it in a specified box in the classroom during the school day.
- I understand that everything I create or look at on a computer leaves a 'digital footprint' that can be traced.  
I understand that the school monitors my use and can check my computer files and the websites I visit at any time.

**TELL AN ADULT WHO WORKS IN SCHOOL STRAIGHT AWAY IF:**

- **YOU ARE WORRIED ABOUT ANYTHING TO DO WITH THE INTERNET OR ICT.**
  - **YOU ARE WORRIED YOU MAY HAVE BROKEN A RULE.**

**THE ADULT WILL LISTEN TO YOU AND HELP SOLVE YOUR PROBLEM.**

