



## CONISTON PRIMARY SCHOOL

### Rules for Keeping Safe with ICT

#### Keeping Safe

- I will not use ICT in school (including my own) without permission from my teacher.
- I will choose my user names and passwords carefully to protect my identity and I will not share them. I will not ask computers to remember my password.
- I must keep my personal details and those of others private.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will log off sites when I have finished.

#### Communicating and Sharing

- I know that I need to behave well online as in real life and be polite and friendly.
- I will not open messages if the subject field is not polite or if I do not know who it is from. I know that others may have different opinions and that I should respect them.
- I am careful about what I send as messages can be sent on to my parents or head teacher.
- I know that I must have permission to communicate online and will make sure my teacher / parents know who I communicate with.
- I will talk to an adult if an online friend wants to meet me and never arrange to meet anyone without permission.
- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.
- I know that anything I put up on the internet can be seen by anyone.
- I will only use my mobile phone at school for things that the school allows.

#### Research and Fun

- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out and what to do if I find something worrying.
- I will double check information I find online.

#### Buying and Selling

- I know that I should not buy anything on line without permission.

#### Problems

- I will not try to change computer settings or install programmes.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.
- I will tell a teacher or adult I trust if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will tell a teacher or adult I trust if I know of anyone that is behaving badly on line or anyone may be being bullied.

I agree to use ICT by these rules when:

- I use school ICT or my own in school (including my mobile phone when allowed)
- I use my own ICT (including mobile phone) out of school to use school sites or for school activities

My Name is

My Class teacher is

Signed

Date