Worlebury St. Paul's Church of England V.A. Primary School

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.