



Emersons Green Primary School  
Learning Together, Achieving Together

**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 only use computers and other ICT devices that belong to the school.
- 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**

- I know that I need to be polite and friendly online. I will not use bullying behaviour when communicating with someone online or using a mobile device.
- 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 forwarded 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 open messages if the subject field is not polite or if I do not know who it is from.
- I will tell an adult if someone sends me a picture or message that is upsetting or I think should not have been sent to me.

**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.
- I will double check information I find online.
- I will tell an adult straight away if my search shows me something I find upsetting or I think I should not have looked at.

**Sharing**

- 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 read by anyone.

**Buying and Selling**

- I can tell if a site is trying to sell something.
- 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 tell a teacher if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.

**I agree to use ICT by these rules when:**

- I use school ICT or my own in school (when allowed)
- I use my own ICT out of school to use school sites

My Name is

My Class teacher is

Signed

Date