



OUR LADY AND ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Pupil E-Safety Rules

Using the computers:

- I will only use ICT in school for school purposes.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will not bring in cd's / memory sticks etc. from home and try to use them on the school system.

Using the internet:

- I will ask permission before using the internet.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, home address or phone number when completing forms.

Using e-mail:

- I will ask permission before checking any email.
- I will only use my class email address or my own school email address when emailing, (KS2)
- I will only email people I know or who my teacher has approved, and I will not open attachments.
- I understand that email messages I send or receive may be read by other people.
- I will immediately report any unpleasant messages sent to me.
- I will not give out my own details such as my name, phone number or home address.
- I will not use email to arrange to meet someone outside school hours.