



St John's Mead School
Valuing Effort, Valuing Others, Valuing Self

Rules for Keeping Safe with ICT - KS2

To stay safe when we are using technology we **must** remember the following:

Content

- 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.

Contact

- 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 anything I put up online can be seen by anyone and that messages I send can be sent on to my parents or head teacher.
- I know that I need permission to talk online and that my teacher / parents know who I talk to.
- I will tell an adult if an online friend wants to meet me and I will not arrange to meet anyone without permission.
- I will only use my online devices (e.g. mobile phone, smart watch, etc.) outside of school.

Conduct

- I will not use ICT in school (including my own) without permission from my teacher.
- I will choose my usernames and passwords carefully and I will not share them or ask computers to remember my password.
- I know I must keep my personal details and those of others private.
- I know that I should not put anything online that might embarrass or offend people or post information about someone without their permission.
- 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.
- I know that I should not buy anything online 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 or videos of anyone without their permission.

Remote learning

- When taking part in remote learning, I will behave as I would in the classroom.
- When taking part in live sessions, I will follow my teacher's instructions as to when I need to mute my video and microphone.
- Wear appropriate clothing and be in a suitable location
- Ensure backgrounds of videos are neutral and personal information/content is not visible.
- Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.

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 online 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 smart watches, mobile phones when allowed, e.g. on the playground after school for picking up arrangements).
- I use my own ICT (including mobile phone) out of school to use school sites or for school activities.

My name is

My class is

Signed

Date