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| **Beaufront First School**  **Nurturing Happiness, Achievement and Respect** |

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| **Acceptable and responsible use of the internet in school**  **E-Safety Rules for pupils in Key Stage 2** |

This is how we stay safe when we use computers:

* I know that the school and the internet service provider check sites I have visited and all computers and laptops have forensic software installed to record internet activity.
* I will keep my username and password safe and secure. I will not share it, nor will I try to use any other person’s username and password.
* I understand that I must only access sites and material relevant to my work in school.
* I will never respond to unpleasant, suggestive or bullying emails, messages or chatroom conversations and I will always report it to a teacher/ teaching assistant.
* Emails should be written carefully and politely.
* I know that information on the internet may not always be reliable and sources need checking.
* I will never arrange to meet anyone in person or send anyone my picture.
* I will not alter or remove items from the computer or computer desktop, laptop or iPads.
* I will only use the internet when supervised by a teacher/ teaching assistant.
* I must not download software or apps from the internet. This includes screen savers, games, videos or audio clips.
* I will only access online games approved by my teacher.
* I will not eat or drink near any computer equipment.
* If I find a site that makes me feel uncomfortable or upset I will switch off the monitor, close the laptop screen slightly or press the button on the iPad. I will then tell a teacher/ teaching assistant straight away.
* I will be aware of ‘stranger danger’ when using the internet at school and I will not tell anyone my name, home or school address or age.
* I will not use removeable media such as memory sticks or CD’s without the permission of the teacher.
* I will always log off my account after using an iPad, laptop or computer.
* I will not take or share photos of anyone without their permission.

I understand that if I break any of these rules I could be excluded from using the internet in the future.

Signed (child) ………………………………………………………………………………….. Date ………………………………………………..

Signed (parent) …………………………………………………………………………………Date ………………………………………………

(appendix 1a)