

## Early Years and Key Stage 1 (0 - 7)

I know that I must use computers in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computer and other users.

For my own personal safety:

- I only use the internet when an adult is with me;
- I only click on links and buttons when I know what they do;
- I keep my personal information and passwords safe online;
- I only send messages online which are polite and friendly;
- I know the school can see what I am doing online;
- I know that if I do not follow the rules then:
  - The matter will be referred to the Phase leader
  - My parents/carers will be notified
  - I may be subject to a 'time-out' or supervised access
- I have read and talked about these rules with my parents/carers;
- I always tell an adult/teacher if something online makes me feel unhappy or worried;
- I can visit a number of internet sites to learn more about keeping safe online, such as:
  - [ThinkUKnow](#)
  - [CBBC Stay Safe](#)
  - [Kidsmart](#)
  - [Safety Net Kids](#)
  - [Safe Search](#)



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



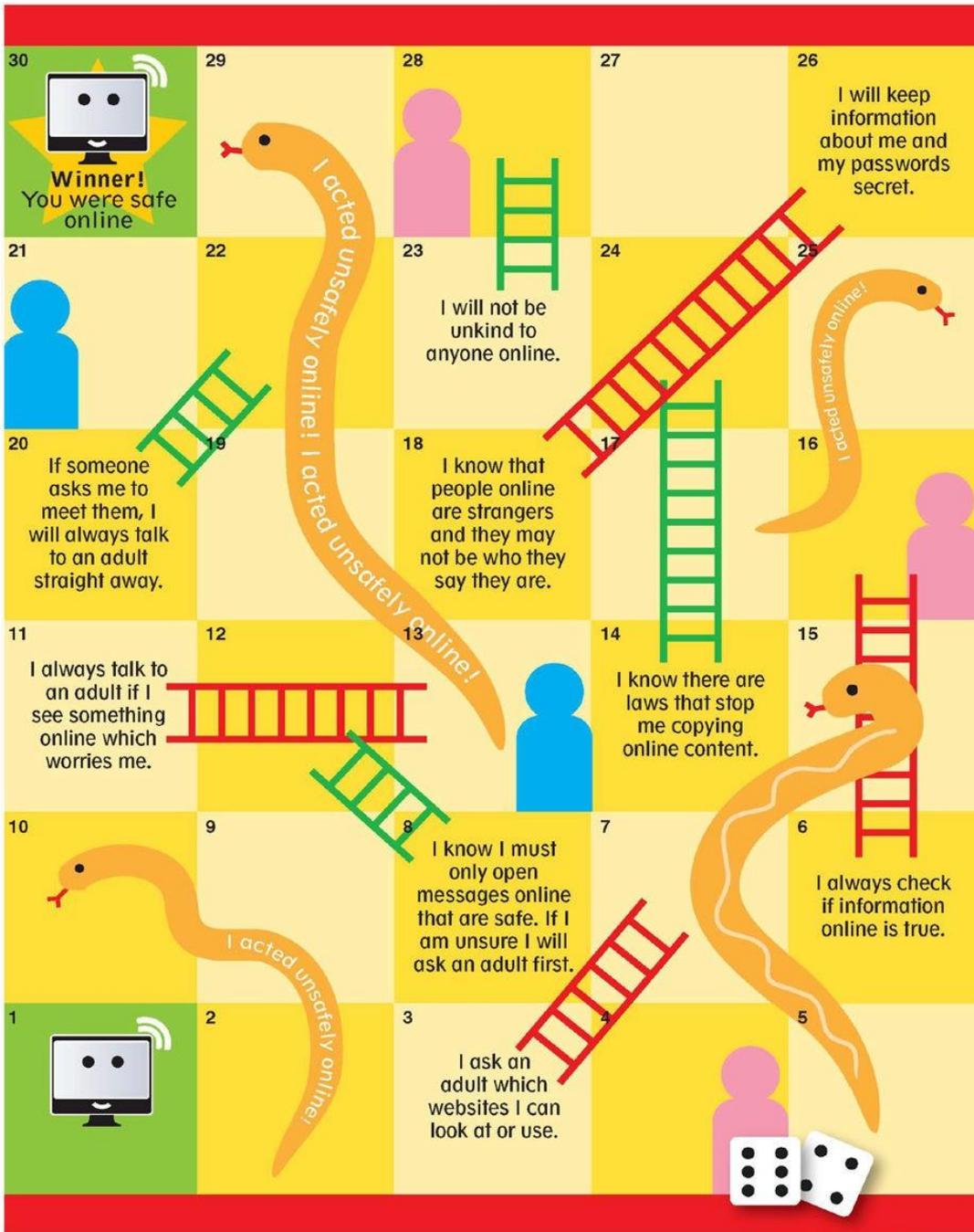
## Key Stage 2 (7 - 11)

I know that I must use ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I always ask permission from an adult before using the internet;
- I only use websites and search engines that my teacher has chosen;
- I use my school computers for school work unless I have permission otherwise;
- I ask my teacher before using my own personal device/mobile phone
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult;
- I always credit the person or source that created any work, image or text I use;
- I only talk with and open messages from people I know and I only click on links if I know they are safe;
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened;
- I only send messages which are polite and friendly;
- I keep my personal information safe and private online;
- I will keep my passwords safe and not share them with anyone;
- I will not access or change other people's files or information;
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission;

- I will only change the settings on the computer if a teacher/technician has allowed me to;
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it;
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult;
- I know that my use of school computers and Internet access will be monitored;
  
- I know that if I do not follow the rules then:
  - The matter will be referred to the Phase leader
  - My parents/carers will be notified
  - I may be subject to a 'time-out' or supervised access
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- I have read and talked about these rules with my parents/carers;
- If I am aware of anyone being unsafe with technology then I will report it to a teacher;
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online.



# STAY SAFE Online