



Think then Click



Key Stage 2 Online Safety Rules

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins passwords and personal information secret.
- I will not bring files/USB sticks into school without permission
- I am aware that some websites and social networks (e.g Facebook/Instagram) have age restrictions and I should respect this and ask a responsible adult if I'm not sure.
- I will not attempt to visit Internet sites that I know to be inappropriate or banned by the school.
- I will not attempt to contact my teachers out of school and agree to respect their privacy
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not send or respond to offensive messages
- I understand that Queensbridge Primary School has a zero tolerance policy with regard to Cyber-bullying. This applies both in and out of school and incidents will be dealt with in line with the school's Anti-bullying policy.
- I understand that Cyber-bullying can constitute a criminal offence and in certain cases Queensbridge Primary School will seek the involvement of the Police.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will only give out my mobile phone number and email address or social networking information to close friends, family or people I trust.
- I will not share my home address, phone number or send photographs or videos, or give any other personal information that could be used to

identify me, my family or my friends, unless a trusted adult has given permission.

- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will attempt to save some evidence (e.g. a screenshot) and show a teacher / responsible adult immediately.
- I understand that where Queenbridge Primary School has allowed me to bring my mobile phone into school for the purposes of safe travel, my phone will be securely stored in the office at all times and only used for safety purpose before and after school. I understand that where these rules are not followed I will forfeit my right to bring in my phone.
- I am aware that if something has happened online that has made me feel worried or unsafe I can make a report on the CEOP website:
<https://ceop.police.uk/safety-centre/>

I have discussed and agreed this with my child:

Parents name:

Signature: