



Kensington Prep School



ICT Code of Conduct / eSafety Rules - Y3 and Y4

Using school ICT sensibly

- I will only use ICT in school for learning activities. I will keep to the school rules when I am using an iPad, Laptop or Computer.
- I will not tell other people my ICT passwords.
- I will not spoil or delete anyone else's work.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible. I will never be unkind or rude. I know that if I use email too often or inappropriately it will result in these privileges being taken away.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not 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 will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

Being safe

- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet anyone that I have met online.
- I know that someone online might lie about who they are and that *information on the internet might not be true*. I will be careful about who I believe and what I believe.
- I will only use my school email address when emailing, and my messages will be appropriate and only when necessary.
- I know that some websites and games have age restrictions. I will keep to them and not go to things that are too old for me.
- I know that my use of ICT can be checked and that my parent/ guardian contacted if a member of school staff is concerned about my eSafety or behaviour.

I will tell my teacher or parent if something makes me worried or uncomfortable, or I know that someone is being bullied online.

We have discussed these rules and agree to follow them, both in school and at home.

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|---------------------------|--|-------------------------|--|-------|--|
| Student name: | | Year: | | Date: | |
| Student name / signature: | | Parent name /signature: | | | |

Please return this completed form to the Registrar on registrar@kenprep.gdst.net