






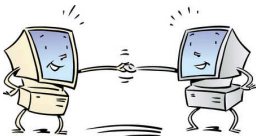



St Lawrence School – ICT Safety Rules

Responsible Use Policy – Key Stage Two

	I will only use a device (pc, netbook or iPad) when a teacher says I can and I will respect all ICT equipment.
	If I find that a piece of ICT equipment does not work, I will tell a teacher immediately.
	I will keep passwords private – I can only tell my teachers and parents. I will only use my own log-on details. I will not access or change other peoples files or information.
	I will not try to access any websites that I know I am not allowed to access. If I do not know whether access is allowed, I will ask a teacher.
	I agree that ICT facilities are provided for positive uses only. I understand that if I misuse ICT then my access may be restricted or withheld.
	If I see anything on the internet or on a device that is inappropriate or upsets me, I will tell a teacher immediately.
	I will never give out personal information such as my address or telephone number online or via e-mail or messaging. I know that people who I meet online may not be who they say they are.
	My messages and e-mails will always be polite and sensible.
	I understand that everything I do may be monitored and recorded and that this information can be shown to people in authority if I break these rules.