

## KS2 Acceptable Use Policy

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

**When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements:**

- I have read and know what the computer rules in this document mean to me.
- I will not deliberately **look for, save or send** anything that could be unpleasant or upsetting, or try to access blocked websites. If I see anything like this, I will tell my teacher immediately.
- I understand that the school is a USB / memory stick free school and will not bring one to school.
- I will not install any software on school computers.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not misuse or damage any school-owned ICT equipment or eat/drink while using it.

### Social Media – in and out of school

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not share any of my personal details (full name, age, date of birth, gender, address etc.) or the personal details of other users in school, over the internet or through messaging services (e.g. Whats App, Messenger, Kik etc.). This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online unless a trusted adult is with me.
- If I see any hurtful comments about the school, staff or pupils. I will take screenshots for evidence and report to Mrs Barnett, Mr Clark or my teacher.

### Managing Digital Content

- I will not publish anything online at school, e.g. images or pictures, without asking my teacher.

### School Email

- I will only use my school email address to contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails I will make sure that they are polite and sensible. I will not use my school email account to forward chain emails.

### Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my parents/carer and teacher. I will hand them in to the office at the start of the day and collect them at 3.30pm.
- I will **not take pictures on the school premises (including the playground area)** on my mobile phone or mobile device.

**Agreement - I agree to follow the rules set out in this document. I know that if I break any of these rules my parent/carer may be told.**

Pupil name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_