KS2 Acceptable Use Policy

- I will use the school's IT equipment and tools for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the internet when an adult is nearby.
- I will keep my passwords private (not telling anyone other than my parent/carers) and I will tell a trusted adult if I think someone else knows them.
- I will not use other people's usernames or passwords to pretend to be them online.
- I will not give my own personal information such as surname, phone number or home address or any other personal details that could be used to identify me, my friends, my school or my family (including wearing school uniform). If I have to use an online name, I will make one up.
- I will never take or post photographs or video clips of people I know without permission and never include names with photographs or videos. I will ask my teacher or parent before uploading photos or videos.
- I will never arrange to meet someone I only know online because could be dangerous. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately
- I will only access my own documents and internet sites that teachers allow.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or trusted adult.
- I know that the school monitors what I search for and access online. I understand that everything I do or receive online can be traced now and, in the future. I know it is important to build a good online reputation.
- I will make sure that all online comments I make are responsible, polite and sensible. I will be kind and respectful at all times.
- If someone says, asks or posts anything upsetting, unpleasant or nasty or anything that makes me feel unsafe, I will not reply. I will tell a trusted adult immediately.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I will not bring a mobile phone or digital recording device (e.g. Smartwatch) to school before signing the school's contract with my parents.

I will do my best to follow these rules because I know they are there to keep me and my friends safe both now and in the future.

If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents/carers about my use of technology.
- Remove me from online communities or groups.
- Turn off my access for a little while.
- Not allow me access to use laptops / iPADs to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

Class: _____

Pupils: