



Acceptable Use Agreement – KS2 Pupils

I will

- Use school ICT equipment and tools for schoolwork and homework only. If I need to use the school's computers for anything else, I will ask permission first.
- Only use the internet when an adult is nearby.
- Only open my own files and folders and if I need to delete a file or folder I will ask an adult for permission first.
- Keep my password private and tell an adult if I think someone else knows them. I know that my teacher can change my passwords if needed.
- Only open email attachments from people who I know or an adult has approved. If I am unsure about an attachment, I will ask an adult for help.
- Not give out my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up.
- Never post photographs or videos of people I know without permission and I will never include names with photographs or videos.
- Never arrange to meet someone I have only ever previously met online. It could be dangerous.
- Not deliberately look for, save or send anything that could be unpleasant, unkind or upsetting.
- Tell an adult if I find anything via the internet, email or mobile phone that is upsetting or makes me feel uncomfortable.
- Never plug anything into school equipment without permission including memory sticks.

If I do not follow these rules, my teacher may:

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

I am signing below to show that I understand what I have read and will do my very best to follow the rules.

Name:

Signature:

Date: