



Acceptable Usage Policy KS2 Children

Linked to 360Safe AUP Guidelines

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras, iPads and other devices. By using the ICT in school, you have agreed to follow these rules. Please discuss these rules with your child, sign the agreement, and return to school as soon as possible.

- ✓ I will only access computing equipment when a trusted adult has given me permission and is present.
 - ✓ I will not deliberately look for, save or send anything that could make others upset.
 - ✓ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
 - ✓ I will keep my username and password secure; this includes not sharing it with others.
 - ✓ I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
 - ✓ I will always use my own username and password to access the school network and subscription services such as Purple Mash.
 - ✓ In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
 - ✓ I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
 - ✓ I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
 - ✓ Before I share, post or reply to anything online, I will T.H.I.N.K.
- T** = is it true?
H = is it helpful?
I = is it inspiring?
N = is it necessary?
K = is it kind?
- ✓ I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

I understand this agreement and know the consequences if I don't follow it.

Signed (Pupil) _____

Signed (Parent) _____

Class _____

Date _____