

Acceptable Use Policy (KS2) for pupils.

To stay safe when we are using technology we **must** remember the following:

I understand that for the safety of myself and others that the school will monitor my use of technology in the school on computers and all other devices.

I understand that the school will contact my parents/carers if an adult at school is concerned about me or my use of technology.

I will keep my username and password safe and secure e.g. this means not writing them down or sharing them with others.

I will not use anyone else's username and password.

When I'm using a device I will only open the app or any other piece of software that my teacher has asked me to open.

I will not open any links or attachments sent to my email account without checking with a trusted adult or teacher first.

I will only use school devices when a teacher or trusted adult has given me permission to do so.

I will make sure I am careful and I will look after all the devices in my classroom and around the school.

I will notify a teacher or trusted adult if I notice something on a device isn't working properly or is damaged in some way.

If I am unsure about anything I am doing on a device then I will ask a teacher or trusted adult for help.

If I have got something wrong or something surprising has happened on my screen, then I will ask a teacher or trusted adult for help.

If I feel upset or worried about anything I see on screen then I **MUST** tell a teacher or trusted adult immediately.

If I see anything that I know is inappropriate on screen then I **MUST** tell a teacher or trusted adult immediately.

When I communicate with others on email or any other messenger service I will always be careful, kind, respectful, responsible and polite.

I will not post or share personal information about myself or others online e.g. names, phone numbers, addresses, school name, date of birth, phone numbers etc.

I will not send or share anything online or in a message that I know could make others feel upset.

I will be thoughtful about others feelings when I communicate online.

I will not look up or save anything that I know could make others feel upset.

I must **never** communicate with strangers online.

I must **never meet** with strangers that have contacted me online – remember "Stranger Danger!".

If someone tries to contact me via any kind of message – e.g. email, game chat room, message service etc. –

I will tell a trusted adult immediately.

I understand that if I do not follow these rules, or in any way behave unkindly or inappropriately with technology in school, I may not be allowed to use school devices in the future and my parent/carers will be informed.

Signed:

Date:
