



KS2 Acceptable User Policy (AUP) for ICT Equipment and the Internet

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

I will follow these rules to keep me safe

USING ICT EQUIPMENT IN SCHOOL

- I will not bring my phone or mobile device to school*.
- I will not take any pictures in school or the playground on a mobile phone or device.
- I will not damage any school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.
- I will only use memory sticks with permission from my teacher.
- I will only use the school's computers for my school work or homework.
- I will keep my password secret and only log on as myself.
- I will not try to install any software or change any settings on the computers and devices in school.
- I will only use school-owned equipment to create pictures, video and sound.
- Pictures, video and sound will not be taken without asking permission first.

INTERNET

- I will only use the internet when an adult says I can.

E-SAFETY / ANTI CYBER-BULLYING

- I will turn off the monitor (screen) if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- 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.

*in the case of Year 5 & 6 children walking to or from school unaccompanied, see Mobile Phones letter.

Appendix D Years 5 & 6

- I will not try and get to any websites that the school has blocked access to, or try to look for, or save anything, that is unpleasant.
- I will never arrange to meet anyone I have only met online.
- I will not give away my personal details (full name, age, birthday, school, address etc.) or the personal details of other users in school, over the internet. This includes posting photographs of me, other pupils or members of staff.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned for my safety.

Taken from Yorkshire and Humberside Grid for Learning AUP

Rules to be kept by parents at home

Copies will be displayed in school in the classroom and the ICT Suite



KS2 ACCEPTABLE USER POLICY AGREEMENT 2017-2018

I agree to follow the rules set out in this AUP.

I know that if I break any of these rules my parent/carers may be told.

Pupil Name

Signed

Date

I confirm that I have discussed these rules with my child and they understand.

Signed by Parent

Appendix D Years 5 & 6