

***For your reference, this is a copy of the Acceptable Usage Policy your child has agreed to in school to ensure safe and responsible use of Computing systems, equipment and the internet. We appreciate your support in this agreement.***

*If you have any queries about this policy, please see Miss Moreton (Computing Subject Leader)*



## Acceptable Computer Usage and Internet Policy for Key Stage Two Children

### 1. Aims of Policy

- To protect the school's ICT systems, equipment and users from misuse.
- To ensure that pupils are responsible users and stay safe when using ICT equipment in school.
- To help children use the Internet safely when outside of the school.

### 2. For My Safety

- I understand that the school will monitor my use of the ICT systems, Internet and email.
- I will not use any other person's username and password.
- I will use the Internet safely and properly.
- I will only click on things and visit websites that my teacher tells me.
- I will report any things I don't like to the teacher.
- I will not use social networking sites like Facebook or Twitter during school hours.
- I will never tell people about myself online. This means I won't tell them my mobile number or address or information about my family, even when I am outside school, unless I know them in real life.
- I will never arrange to meet a stranger.
- Everything I do on a computer will be seen by an adult.
- I will not move around the classroom when using equipment such as cameras or iPads or laptops unless the teacher tells me.

### 3. Treating Others with Respect

- I will not access, copy or remove other user's files without permission.
- I will be polite and friendly when I communicate with others online.
- I will not take pictures or videos of other people without them knowing.
- I will not send unkind messages about others on the Internet or by email, even when I am outside of school.