



KS2 Child ICT Acceptable Use Policy

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications;
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password;
- I will be aware of "stranger danger", when I am communicating on-line;
- I will not disclose or share personal information about myself or others when on-line (*this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc*);
- I will immediately report any unpleasant, or inappropriate material, or messages, or anything that makes me feel uncomfortable when I see it on-line.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission;
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will immediately report any damage or faults involving equipment or software, however this may have happened;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (*due to the risk of the attachment containing viruses or other harmful programmes*);
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings;

I have read and understand the above and agree to follow these guidelines when I use the schools systems and devices. I understand that if I break these guidelines my access to school systems and devices may be limited.

Signed (child): _____

Signed (parent): _____