

# **Winhills Primary Academy**

## **KS2 Acceptable Use Policy**

- I will use the school's ICT equipment and tools for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them.
- I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or e-mail, I will ask an adult for help.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe.

If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.
- Speak to my parents about my use of technology.
  - Remove me from online communities or groups.
  - Turn off my access for a little while.
- Not allow me access to use laptops / computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

**I am signing below to show that I understand and will try to abide by these rules**

Name:

Signature:

Date: