Acceptable User Policy (Key Stage 2)

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class. If you have any questions, please ask your teacher or Mr Smith (ICT Teacher).

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc.) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed.

I have read and understood the school rules for using the internet in a responsible way.	
Parent Signed:	Date:
Pupil Signed:	Date: