



ICT Pupil Acceptable Use Policy

At Keelby Primary Academy, we expect all pupils to be responsible for their own behaviour whilst using technology. This includes materials you choose to access and the language you use. The rules outlined below will help keep you safe when using digital technology. Please read them carefully.

Using computers/laptops/iPads

- I will only access the computer system with the username and password I have been given
- I will not share my username and password with anyone else
- I will not access other people's files
- I will not bring in CD's or memory sticks from outside school and try to use them on the school computers
- I will only open and use apps on an iPad with permission from an adult

Using the Internet

- I will ask permission from an adult before using the Internet
- I will report any unpleasant material to an adult immediately because this will help protect other pupils and myself
- I understand that the school will check my computer files and may monitor the Internet sites I visit
- I will ask permission before downloading or printing information from the Internet

Using e-mail

- I will not write and send e-mails without permission from an adult
- I will immediately report any unpleasant messages sent to me
- I will only e-mail people I know, or who my teacher has approved
- The messages I send will be polite and responsible
- I understand that the e-mail messages I send and receive may be read by others

Pupil's name _____ Year _____

Parent/Carer signature _____