



Acceptable Use Policy for KS1



To stay safe when we are using technology we **MUST** remember the following:

- If I'd like to use any devices - computer, tablets, laptops etc. - I will always ask a teacher or another trusted adult.
- When I'm using a device and I'm on the internet, I will only visit the website or webpage that my teacher has told me to visit.
- When I'm using a device, I will only open the app or any other piece of software that my teacher has asked me to open.
- I will make sure I am careful and I will look after all the devices in my classroom and around the school.
- If I feel upset or worried about anything I see on screen then I **MUST** tell a teacher or trusted adult **immediately**.
- If I am unsure about anything I am doing on a device then I will ask a teacher or trusted adult for help.
- If I have got something wrong or something surprising has happened on my screen, then I will ask a teacher or trusted adult for help.
- I will keep all my own passwords safe and I will never use somebody else's password.
- I will not share any personal information online including things like my real name, address, date of birth or school.
- I must **never** communicate with strangers online.
- I understand that if I do not follow these rules I may not be allowed to use school devices in the future.



Acceptable Use Policy for KS2



To stay safe when we are using technology we **MUST** remember the following:

- I understand that for the safety of myself and others that the school will monitor my use of technology in the school on computers and all other devices.
- I understand that the school will contact my parents/carers if an adult at school is concerned about me or my use of technology.
- I will keep my username and password safe and secure e.g. this means not writing them down or sharing them with others.
- I will not use anyone else's username and password.
- When I'm using a device, I will only open the app or any other piece of software that my teacher has asked me to open.
- I will only use school devices when a teacher or trusted adult has given me permission to do so.
- I will make sure I am careful and I will look after all the devices in my classroom and around the school.
- I will notify a teacher or trusted adult if I notice something on a device isn't working properly or is damaged in some way.
- If I am unsure about anything I am doing on a device then I will ask a teacher or trusted adult for help.
- If I have got something wrong or something surprising has happened on my screen, then I will ask a teacher or trusted adult for help.
- If I feel upset or worried about anything I see on screen then I **MUST** tell a teacher or trusted adult **immediately**.
- If I see anything that I know is inappropriate on screen then I **MUST** tell a teacher or trusted adult immediately.
- When I communicate with others on email or any other messenger service I will always be careful, kind, respectful, responsible and polite.
- I will not post or share personal information about myself or others online e.g. names, phone numbers, addresses, school name, date of birth, phone numbers etc.
- I will not send or share anything online or in a message that I know could make others feel upset.
- I will be thoughtful about others feelings when I communicate online.
- I will not look up or save anything that I know could make others feel upset.
- I must **never** communicate with strangers online.
- I must **never meet** with strangers that have contacted me online.
- If someone tries to contact me via any kind of message - e.g. email, game chat room, message service etc. - I will tell a trusted adult immediately.
- I understand that if I do not follow these rules, or in any way behave unkindly or inappropriately with technology in school, I may not be allowed to use school devices in the future and my parent/carers will be informed.