



Monkwood Primary School KS1

Acceptable Use Policy

This policy has been made so that you understand the rules for using any kind of technology in school, like the laptops or iPads, and will help you stay safe when using them.

I will follow these rules to keep me safe:

- I will make sure I take care of any ICT equipment that I use in school or at home.
- I will not eat or drink while using school-owned ICT equipment.
- I will only use the internet when my teacher says I can.
- I will listen carefully to all the teachers and follow their instructions.
- I will only bring an ICT device into school with permission from my teacher and will only use them when my teacher tells me I can.
- I will close the lid or turn off the screen if I see something that I feel uncomfortable with or that upsets me. I will tell my teachers straight away.
- I will only use websites that I have been told to use.
- I will not say nasty or hurtful things about anybody online.
- I will never talk to strangers online.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my safety.

Online actions have real life effects.

Agreement

I agree to follow these rules. I know that if I break any of these rules my parent/carer may be told.





Acceptable Use Policy KS2

This document has been developed to help you understand the rules of using computers in school. You should always follow the rules set out in this policy because these rules will help keep you and your classmates safe.

When using the school's ICT equipment and other information systems, I have understood and will follow the following statements:

- I will only go on the internet using my own username and password will not share my password with my peers.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
- I will not try and get to any websites that the school has blocked access to.
- I will make sure I take care of any ICT equipment that I use in school or at home.
- I will only use memory sticks with permission from my teacher.
- I will not install any software on school computers.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.

Social Media

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about anybody online.
- I will not give away any of my personal details (full name, age, date of birth, address etc.) or the personal details of others, over the internet. This includes photographs or video images.
- I will never arrange to meet anyone I have only met online.
- If I see any hurtful comments about the school, pupils or staff, I will take screenshots for evidence and report them to a member of staff.

Managing Digital Content

- In school I will not publish anything online, e.g. images or pictures, without asking my teacher. At home, I will always check with an adult.

Email

- I will only use my school email address with permission from my teacher.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails I will make sure that they are polite and sensible. I will not use my school email account to forward chain emails.

Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my teacher.
- I will not take pictures in school on my mobile phone or mobile device.

Agreement

I agree to follow the rules set out in this AUP. I know that if I break any of these rules my parent/carer may be told.