



Pupil Acceptable Use Policy Years 2 and 3

I understand that I must use school ICT systems in a responsible way, to make sure that I, and others, am safe.

For my own safety:

I understand that the school will watch my ICT use.

I will treat my username and password like my toothbrush - I will not share it or try to use any other person's username and password.

I will be aware of "stranger danger", when I am communicating on-line.

I will not give out or share my personal information or information about others when I am online.

I will tell an adult if I see anything inappropriate that makes me feel uncomfortable in any way.

I understand that everyone can use ICT:

I understand that the school's ICT system is for education and I will follow the rules.

I will act thoughtfully when using ICT:

I will not change other peoples work without their permission

I will be polite to others and be kind and appreciate when they have different opinions.

I will not take pictures and pass them on without permission.

I know that the school must look after the ICT technology that we use:

I will only use computers, cameras or any other technology when an adult allows me to.

I will not try to download and access any website which is bad or may cause worry to others.

If I find damaged equipment, I will tell an adult.

I will not open any attachments to emails unless I know and trust the person who sent it.

I will not try to change computer settings.

I will not use any chat sites when I am on school grounds.

When using the internet:

I will make sure that I have permission to use parts of others work before I put it into my own work

I will not try to download music or video's unless I have permission to.

When I use the internet to find information for my work, I will check that the facts are truthful.

I understand that I am responsible for my actions, both in and out of school.

I have read and understand the pupil acceptable use policy and agree to follow these guidelines at all times.

Name:

Year:

Signed:

Date: