**Acceptable Use Policy for Key Stage 2 Pupils**

1. I will take care when using the school IT equipment and use it responsibly.
2. I will keep my passwords private unless I need to share them with a trusted adult.
3. I will inform an adult if I see or receive any unpleasant text, images or messages.
4. I will not interfere with anyone else’s passwords, settings or files on the computer.
5. I will be careful when downloading material from the internet or using material I have brought into school because I understand the risks from virus infections.
6. Any work I upload to the internet will be my own.
7. I know I need permission to take someone’s photograph or to video them.
8. Any messages I post online or send in an email will be polite and responsible.
9. I will not send or forward messages or create material which is deliberately intended to upset other people.
10. I know I must take care about giving away my personal information and making contact with people I do not know when using the internet.
11. I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my online safety.

* I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may happen even if the activity was done outside school.