



The Brook  
Sutton-in-the-Isle  
Ely  
Cambridgeshire  
CB6 2PU

### **Key Stage 2 Acceptable Use Policy**

- ICT equipment and tools (including computers, cameras, Starz, Class Dojo etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files only if my teacher gives me permission to delete them. I will not look at other people's files without their permission.
- I will keep my passwords secret and tell my teacher if I think someone else knows them. I know that my teacher can change my school online passwords if needed.
- I will only use my class e-mail address or my own school email address when e-mailing.
- I will only open email attachments from people who I know or my teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- I will make sure that all communication with other children and adults is responsible, polite and sensible.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up.
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.

• I will never arrange to meet someone I have only ever previously met online. It could be dangerous.

• I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via the Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.

• I will be responsible for my behaviour because I know that these rules are there to keep me safe. If I break these rules I know I will have to deal with consequences.

• I will not bring in portable media e.g. mobile phones or memory sticks from outside of school unless I have been given permission.

If I don't follow these rules, my teacher may:

Speak to me about my behaviour.

- Speak to my parents about my use of technology.
- Remove me from online communities or groups.
- Turn off my access for a little while.
- Not allow me access to use IT equipment in school or to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

**I am signing below to show that I understand and will try to abide by these rules**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and discussed these rules with my child. I will support the school in ensuring my child follows these rules to keep themselves and other safe online.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_