

Acceptable Usage Policy (AUP) KS2 Children – Linked to 360Safe AUP Guidelines

ICT equipment includes laptops, printers, scanners, cameras, data logging equipment, robots etc

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, laptops and everything else including cameras and other devices. To use ICT in school, you need to agree to follow these rules. These rules will be discussed with you as a class before you take a copy home to discuss with your parents, sign and return to school.

If you have any questions, please ask your teacher.

- At all times, **I will think before I click** (especially when deleting or printing)
- When using the internet, I will only access websites related to the learning objectives of the lesson
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will take care when using the computers and transporting equipment around
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I will save my work at regular intervals
- When I have finished using a computer, I will log off
- I know that the teachers can, and will, check the files and websites I have used
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- When using ICT, I will put water bottles in another place
- I will not use memory sticks without permission from the teacher
- I understand that if I am acting inappropriately then my parents will be informed

Signed (Pupil) _____ Class _____ Date _____