



Carlton Miniott CP School Acceptable Use Policy Agreement – KS2

In school, we must use ICT and the internet responsibly. When we use the ICT or the internet at home, we must follow the same rules that we do in school.

- ✓ I act responsibly by following my teachers' and my parents' instructions when using the internet.
- ✓ I will not share my passwords with anyone outside school.
- ✓ I tell a member of school staff if I think that someone else knows any of my passwords.
- ✓ I login to My Maths, Sumdog and Edmodo using my own username and password ONLY.
- ✓ I use appropriate language when communicating through the internet.
- ✓ I do not give out any personal information (such as my address or telephone number) to anyone I communicate with through the internet.
- ✓ I am responsible for everything that I write on the internet. I only upload and write what I want others to see. I understand that my teachers monitor what I add to Edmodo.
- ✓ I act responsibly by telling my teachers if I think that someone else is behaving irresponsibly by breaking the rules.
- ✓ In school, I use the ICT and internet for school work only and with permission from my teacher.
- ✓ I am responsible for telling my parents or teachers if I see or read upsetting or inappropriate, material on the internet. If I accidentally see something that upsets me or is inappropriate, I will switch the monitor off or shut the laptop lid before alerting an adult.
- ✓ I understand that I must act appropriately when using the internet at all times.
- ✓ I will never arrange to meet people off-line that I have communicated with on-line.
- ✓ I will not try to make downloads or uploads without the permission of my teacher.
- ✓ I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ✓ I will not take or distribute images of anyone without their permission.
- ✓ I will only use my own personal devices (mobile phones / USB devices) in school if I have permission.
- ✓ I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- ✓ I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ✓ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- ✓ I will only use social media sites with permission and at the times that are allowed.
- ✓ I should ensure that I have permission to use the original work of others in my own work
- ✓ Where work is protected by copyright, I will not try to download copies (including music and videos).
- ✓ When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Signed: Date: