



Scotts Park Primary School KS2 Acceptable Use Policy

Below are some guidelines to ensure that you stay safe and act responsibly when using any digital devices (e.g. laptops, tablets, phones and everything else including cameras). Signing this document means you have agreed to follow these rules at school at all times. They are also rules you could follow to keep yourself safe when using digital devices at home.

If you have any questions, please ask your teacher

- At all times, I will **think** before I click (especially when deleting, printing or selecting a website).
- When using the internet, I will think carefully about the websites I am accessing.
- If I find a website or image that is inappropriate, I will tell a member of staff straight away.
- When communicating online (in blogs, email etc.) I will think about the words that I use and will not use words that may offend or hurt other people.
- When communicating online, I will create a user name which will be a name different from my real name.
- I will not browse, download or send material that could be considered offensive to others. I will not attempt to visit Internet sites that I know to be banned by the school. This also includes access to Youtube unless directed by an adult.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me and I will **never** arrange to meet someone I have only ever previously met on the Internet. I understand that people online might not be who they say they are and that I must be careful of making friends online with people I do not know.
- I will not look at other people's files or documents without their permission or log on to their accounts.
- I will remember and follow the 'SMART' safety rules. I will ask a member of staff before deleting files.
- I will ask a member of staff before I print.
- I know that the teachers can, and will, check the files and websites I have used.
- I will take care when using the digital devices and transporting equipment around.
- I will keep any usernames and passwords secure, but I understand I can share them with appropriate people, such as my parent, carer or teacher.
- I will not install any software or hardware at school without permission from a teacher.
- I will not use a memory stick at school without permission from a teacher.
- I understand that if I am acting inappropriately then my parents/carers may be informed.
- I will log off properly when I am finished.
- I will not eat or drink near digital equipment.

Signed (Pupil) _____

Class _____ Date _____





Scotts Park Primary School KS1 Acceptable Use Policy

These rules have been written to make sure that you feel and stay safe when using any digital devices (eg laptops, tablets, and everything else including cameras). Signing this document means you have agreed to follow these rules at school at all times. They are also rules you could follow to keep yourself safe when using digital devices at home.

If you have any questions, please ask your teacher, parent or carer.

Feel safe and think before you click

- 😊 I will be careful when going on the internet.
- 😊 I will only use the internet when an adult is with me.
- 😊 I will tell an adult if I see something that upsets me.
- 😊 I know people online might not be who they say they are.
- 😊 I will be polite and kind when talking to people or writing online.
- 😊 I will think before I print or delete.
- 😊 I will keep my password secret, but I can tell a parent, carer or teacher.
- 😊 If talking or writing to someone online, I will keep my personal details (like my name, school or telephone number) private and not tell them.
- 😊 I will log off properly when I have finished.
- 😊 I will be careful when using or carrying equipment.
- 😊 I will never eat or drink near digital equipment.

Signed (Pupil) _____ Signed (Parent/Carer) _____

Class _____ Date _____

