



FOXHILL PRIMARY SCHOOL & FOX CLUB



KS2 Acceptable User Policy (AUP) for ICT Equipment and the Internet

These rules will help to keep you and your classmates safe when using ICT.

I will follow these rules to keep me safe

SCHOOL'S COMPUTING EQUIPMENT

- I will take care of school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.
- I will only use the school's computers for my school work or homework.
- I will keep my password secret and only log on as myself.
- I will not try to install any software or change any settings on the computers and devices in school.
- I will return school loaned equipment when I have finished using it.

SOCIAL MEDIA

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- If I see any hurtful comments about staff or pupils online, I will take a screenshot and report it to my Teacher / Headteacher.

DIGITAL CONTENT

- I will only use school-owned equipment to create pictures, video and sound.
- Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online at School, without asking my Teacher's permission first.

REMOTE LEARNING

- I will complete work set on-line as best as I can.

- I will seek help if I need it.
- I will inform School if I am not able to complete online learning.

EMAIL (This year, KS2 children will have access to a **MONITORED** email address, ring fenced within School)

- I will take care opening any attachments sent by email. I will not open or download an attachment unless I trust the person who sent it.
- When sending email, I will make sure they are polite and sensible.

MOBILE PHONES and SMART WATCHES

- I will not bring my phone or mobile device to school.
- I will not bring a smart watch into School.
- I will not take or share inappropriate images of others.
- I will not send hurtful or inappropriate text messages to others.

E-SAFETY / ANTI CYBER-BULLYING

- I will turn off the monitor (screen) if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.
- I will not try to access any websites that the school has blocked access to, or try to look for, or save anything, that is unpleasant.
- I will never arrange to meet anyone I have only met online.
- I will not give away my personal details (full name, age, birthday, school, address etc.) or the personal details of other users.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned for my safety.

Rules sheet to be kept by parents at home

Copies will be displayed in school in the classroom and the ICT Suite

PLEASE COMPLETE THE FORM WITH YOUR CHILD TO AGREE TO THE RULES

KS2 ACCEPTABLE USER POLICY AGREEMENT

I agree to follow the rules set out in this AUP.

I know that if I break any of these rules my parent/carer may be told.

Pupil Name

Signed

Date

I confirm that I have discussed these rules with my child and they understand.

Signed by Parent