



# Sacred Heart R.C. Primary School

## Computing-Acceptable Use Policy KS2

I want to keep myself safe when using technology.

I agree that I will:

- always keep my passwords and usernames secure by not sharing them with others;
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and school name;
- only visit sites or use apps which are appropriate to my work at the time;
- take good care of any devices I use;
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online;
- make sure all messages, comments, and pictures I send are respectful;
- not reply to any unkind messages or anything which makes me feel uncomfortable;
- not alter the settings (such as screen savers or keyboard lay outs) for any devices that I use in school;
- only email or message people I know or those approved by a responsible adult;
- only use communication tools which have been provided by school;
- always keep my personal details private- My name, family information, journey to school, my pets and hobbies are all examples of personal details.
- always check with a responsible adult and my parents before I share photographs or videos of myself;
- I will log on only as myself;
- I will ensure I use appropriate language and correct spelling when using search engines.
- I will ask permission before using the chrome books, laptops, interactive whiteboards, iPads or any other computing equipment;
- Before I share, post or reply to anything online, I will be S.M.A.R.T...

**S= Safe M= Never meet A= Accepting R= Reliable T= Tell**

**I know that anything I do on the computer may be seen by someone else. I know that if I break these rules my use of devices may be suspended and I may be provided with a non-tech alternative to support my learning**

I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult.

At school that includes: \_\_\_\_\_

Outside school, my trusted adults are; \_\_\_\_\_

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