



Cardinal Newman Catholic Primary School

Pupil ICT Acceptable Use Policy (AUP) for KS2

- I will only use my own school email address when emailing at school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult immediately.
- I will not tell other people, other than my teacher or my parents, any of my ICT passwords or usernames.
- I know that my use of ICT, including my email, can be checked and that my parent/carer contacted if a member of school staff is concerned about my 'E-safety'.
- I will only use the school's computers and my Google account for schoolwork and homework and will not personalise it (including altering features of Google account).
- I will not use school devices for on-line gaming, file sharing or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will use the school's computers with care, ensuring I do not damage them through carelessness or inappropriate use. I will report all damages or faults to an adult immediately.
- I will carry only one device at a time around the school, make sure it is put away carefully and plugged into the charging case correctly.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be inappropriate.
- 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, my family or my friends.
- I will not arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I understand that I will lose my ICT privileges if I choose not to follow these rules.

Please read carefully.

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Parent/Guardian and pupil to sign and return to class teacher

Pupil Name (Print): _____ Class: _____

Pupil Name (Signed): _____

I have read this policy through with my child to make sure they understand it.

Parent Name (Signed): _____ Date: _____