ST. PATRICK'S CATHOLIC PRIMARY SCHOOL
KS2 ICT ACCEPTABLE USE POLICY

- I will only use ICT in school for school purposes and will treat all school equipment with care and respect

- I will only use my school e-mail address when e-mailing and will only open attachments from people I know, or who my teacher has approved

- I will not tell other people my ICT passwords

- I will only open/delete my own files

- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible

- I will not deliberately look for, download, upload, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately

- I will not give out my own or others details such as name, phone number or home address

- I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me

- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

- I will not install any program nor change the settings of any program or equipment unless directed by a teacher or member of staff

- I will check that information I use from the Internet is from a trusted site and reference any work or materials I use that are not my own

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe

- Most importantly I will remember that if I am in doubt about anything, I should ask a teacher

I have read and understood this policy and agree to follow it.

Name: _____   Class: _____

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the Internet.

Parent/Carer Signature: _____   Date: _____