



## Children's Acceptable Use Policy

- I will always use all the Computing equipment in school sensibly and carefully and treat it with respect.
- I will only use the school computers and other school devices for schoolwork.
- I will only use the internet when I have permission from the teachers and only when they are present.
- I will only use a search engine that I have been told I can use to find information.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty or access inappropriate websites.
- I will not change any settings, ID or passwords on the computer or device I am working on.
- I will not attempt to download or install anything on to the school network or the school's equipment without permission.
- I will not tell anyone my login username or password.
- I will never share any personal information with anyone online. This includes my full name, address, phone numbers, photographs and videos of me and my friends, or the name of my school.
- I will never arrange to meet anyone that I have never met in real-life before.
- I will only send messages to people I know when using school equipment.
- My emails will always be polite, and I will act responsibly when sending them.
- I will only look at other people's files with their permission and I will not change or delete anyone else's files.
- If I see or receive anything that is unpleasant, I will report it to a member of staff IMMEDIATELY.
- If something happens while I am using the computer or school device, and I am not sure what to do next I will ask a member of staff for help.

### Finally:

- I understand that the school will check my computer files, the internet sites I visit, the messages I send and anything else I do to make sure I am keeping myself and others safe.
- I understand that if I do not follow these rules from the school, I may not be allowed to use any school devices or the internet within school.