ACCEPTABLE USE POLICY: EYFS

To help me stay safe on a computer or iPad ….

- I will only use a computer or iPad when an adult tells me I can.

- I will ask for help if I think I have made a mistake or I am stuck.

- I will be careful when using a computer, iPad or Beebot.

- I will tell an adult if I see something on the computer that makes me unhappy.

ACCEPTABLE USE POLICY: KS1

To help me stay safe on a computer or iPad …

- I will keep passwords safe and not share them

- I will take care of the computer, iPad and other computing equipment

- I will ask a teacher or suitable adult if I want to use the computers / tablets

- I will only use websites, apps and programmes that a teacher or suitable adult has told or allowed me to use

- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong

- I will press the minimise button and tell a teacher or suitable adult if I see something that upsets me on the screen

- I know that if I do not follow the rules then I may not be able to use the computer or iPad

I understand that if I do not follow the rules then I may not be able to use the computer or iPad.

Signed _____

Date _____

ACCEPTABLE USE POLICY: KS2

To help me stay safe on a computer or iPad …

Personal safety

- I will keep my password safe and will not use anyone else's (even with their permission).
- I will never share my personal details, such as my full name or address, with people I don't know.
- I will not use a personal mobile device in school unless I have been given permission by an adult in school
- I will only give my mobile phone number to friends I know in real life and trust
- I understand that my use of the internet will be monitored
- I will always tell an adult if something on the Internet makes me or my friends unhappy.
- I will minimise the screen if something appears that makes me feel unhappy so my teacher can look into it.
- I will ask permission before using the Internet and use it for a specific purpose
- I will never meet up with someone I have met on the Internet.
- I know I should not believe everything I read on the Internet.
- I am aware of the CEOP report button and know when to use it

Safety of others

- I will be polite and responsible when I communicate with others
- I will always check my messages are polite before I send them.
- I will not reply to a message that isn't kind, but I will save it and show it to an adult.
- I will not share images of anyone without their permission
- I will not share personal information of other people I know
- I will not take photographs or video in my school uniform

Safety of the school

- I will not open or download a file unless I have been given permission by an adult in school
- I will not try and access anything that is illegal
- I will not edit or remove files on the computer system
- I will not download apps or install updates on an iPad
- I will tell a responsible adult if I damage or there are any faults with technology, however this may have happened.

I understand that if I do not follow the rules then I may not be able to use the computer or iPad.

Signed _____

Date _____