



# ACCEPTABLE USE POLICY FOR PRIMARY PUPILS



Policy Date: May 2021  
Policy Review: May 2024

To keep me safe whenever I use the internet I promise ...

## ZIP IT

- To keep my username and password private and only share it with a trusted adult;
- To keep all personal information private.



## BLOCK IT

- Not to open anything if I don't know where or who it has come from.



## FLAG IT

- To report any messages that I do not understand;
- To tell a trusted adult if I see anything which upsets me.



## When using computer equipment in school ...

- I will look after all the school computing equipment and use it properly;
- I will only share my username or password with trusted adults;
- I will tell an adult if I see anything which upsets me;
- I will always ask before downloading from the internet or using files I have brought into school because I understand the risks from virus infections;
- Any work I upload to the internet will be my own;
- I will only take a photograph or video of someone if they say it is alright to do so;
- All of the messages I send will be polite;
- I will not post anything online which upsets other people;
- I will use a safe online name and not give away my personal information or talk to people I do not know using the internet;
- I understand that the school may check my use of computing and talk to my parent or carer if they are worried about my online safety.

## If I break these rules ...

- I understand that the school's golden rules will be followed. If I do not follow these rules I may not be allowed to use the school computers or internet for a while, even if it was done outside school.

I have read this policy with my parent/carer. I understand it and agree to follow it:

Name of Pupil:		Class:	
Signed:		Date:	

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

Signed:	(Parent/Carer)	Date:	
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