

School Policy	
School	St Martins school
Name	ICT acceptable use policyKS1/2
Statutory Policy	No
Members of Staff Responsible	Headteacher/Data Protection Manager/ ICT team / SLT.
Date of Review of current document , term / year	Summer 2018
Review Cycle	2 Years
Website	Yes
Approval body.	Local Governing Body
Legislation	Education (Pupil Information) (England) Regulations 2005 GDPR may 2018
Trust policy	No
Policy for staff / students / parents	Students
Other policy to be taken account of	Safeguarding, Behaviour, E safety , ICT, Preventing extremism and radicalisation.

Acceptable Use Policy for learners in KS1

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself on line (I will not tell them my name, anything about my home and family and pets)
- not upload photographs of myself or others without asking a teacher
- never agree to meet a stranger

Anything I do on the computer may be seen by someone else.

I am aware of the CEOP report button and know when to use it.



Signed _____

Acceptable Use Policy for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only use, move and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved and will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe or uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not use my own mobile device in school unless I am given permission
- only give my mobile phone number to friends I know in real life and trust
- only email people I know or approved by my school
- only use email which has been provided by school
- discuss and agree my use of a social networking site with a responsible adult before joining
- always follow the terms and conditions when using a site
- always keep my personal details private. (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me

I am aware of the CEOP report button and know when to use it.



I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Signed _____