Acceptable Use Agreement – KS2

Staff Responsible:	**Mrs S Harrison**
Date of Issue:	September 2021
Review Date:	September 2022

Acceptable Use Agreement- KS2

It is important that we keep ourselves safe on the internet when we are at school and when we are at home. These rules will help you to keep yourself safe online:

- ✓ I will look after all ICT equipment in school when I am using it.
- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address when emailing.
- ✓ I will only open email 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, save, or send anything that could be unpleasant or nasty. If I accidently find anything like this, I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will follow the SMART rules when using the internet.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I have listened/shared/read the above agreement and agree to follow the e-safety rules to support the safe and responsible use of ICT at Ribbon and its community.

Name: _____	**Class:** _____	**Date:** _____

SMART

Safe

Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address,phone number and password.

Meeting

Meeting someone you have only been in touch with online canbe dangerous. Only do so with your parents' or carers' permission and even then, only when they can be present. Remember online friends are still strangers even if you havebeen talking to them for a long time

Accepting

Accepting emails, direct messages, or opening files, pictures, or texts from people you don't know, or trust can lead to problems - they may contain viruses or nasty messages!

Reliable

Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books, or someone who knows? If you like chatting online, it's best to only chat to your real-world friends and family.

Tell

Tell your parent/carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if someone you know is being upset by things which have happened online