

# Milecastle Primary School

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**Headteacher: Mrs. S. Richardson**

## Acceptable Use Policy for Pupils in KS2

I agree to follow these rules when using the Internet:

- I will not share my username, password or personal information with anyone else
- I will make sure that ICT communication with other users is responsible, polite and sensible
- I will not look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this I will tell a teacher immediately
- I will only upload materials which are free from copyright and suitable for school use
- I will not distribute images of anyone without their permission
- I know that my use of the Internet is monitored and further action may be taken if a member of school staff is concerned about my safety
- I will be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe
- I will respect other's work and property and will not access, copy, remove or alter any other user's files without their knowledge or permission
- I will keep my phone switched off (not on silent mode) and hand it in to my class teacher before the start of the school day and collect it at the end of the day
- I understand that the school has a right to take action against me if I am involved in incidents of inappropriate behaviour when I am out of school (cyber-bullying, use of images or personal information)
- I understand and agree to the rules above and am aware there may be sanctions if I do not follow them

Signed: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

