Acceptable Use Policy – Students (Year 2-6)

Our Charter of Good Online and Digital Behaviour

Note: All Internet and email activity is subject to monitoring

- **I will** only use the school computing equipment and software for school-related work.
- **I will** use the computing equipment/ software only for the intended purpose set within a lesson or if the task has been agreed specifically by a member of staff.
- **I will** not look for or show other people things that may be upsetting.
- **I will** show respect for the work that other people have done.
- **I will not** use other people's work or pictures without permission to do so.
- **I will** take care of the school's computing equipment; if I accidentally damage something I will tell a teacher.
- **I will not** share my password or use other people's usernames or passwords. If I forget my password, I will tell a teacher.
- **I will not** share personal information online. **I will** let my teacher know if anybody asks me for personal information.
- **I will not** download anything from the Internet unless my teacher has asked me to.
- **I will not** store any school personal data on my home personal computer or devices. I will have access to an individual Microsoft Office 365 One Drive to transfer and work securely on documents between home and school.
- **I will** let my teacher know if anybody says or does anything to me that is hurtful or upsets me online.
- **I will** be respectful to everybody online; I will treat everybody the way that I want to be treated.
- **I understand** that some people on the Internet are not who they say they are and can be nasty. I will tell a teacher if I am ever concerned in school, or my parents / a trusted adult if I am at home.
- **I understand** the importance of following this charter to keep myself and others safe online and to ensure appropriate, safe use of the school's computing equipment.