**Y4 Acceptable Use Policy**

**This is how we stay safe when we use computers:**

€ I will only use a computer or IPad if I have permission from a member of staff.

€ I will keep my password private.

€ I will only use activities that a member of staffhas told or allowed me to use.
€ I will take care of the computer and other equipment

€ I will ask for help from a member of staffif I am not sure what to do or if I think I have done something wrong.

€ I will tell a member of staffif I see something that upsets me on the screen.

€ I understand that the school may check my use of ICT and talk to my parent or carer if they are worried about my Online Safety.

€ I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections.

€ I will only put my own work on the internet, with permission from a teacher.

€ I will only take a photograph or video of someone if they say it is alright.

€ I will not give away my personal information or talk to people I do not know using the internet.

€ I know that if I break the rules I might not be allowed to use a computer or an IPad.

*Signed (child):……………………………………………*

Signed (parent): …………………………………………..

Date: ……………………………