**Y5 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.
* Abide by the rules regarding bringing personal devices into school.
* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take or distribute images of anyone without their permission.
* 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: ……………………………