**Y6 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 distribute images of anyone without their permission.
* I will not give away my personal information or talk to people I do not know using the internet.
* I will 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 should ensure that I have permission to use the original work of others in my own work
* Where work is protected by copyright, I will not try to download copies (including music and videos)
* When I am using the internet to find information, I should take care to check that the information that I find is accurate, as I understand that the work of others may not be correct.
* I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are cyberbullying, sending/receiving inappropriate images and misuse of personal information.
* I will immediately report any damage or faults involving equipment or software, however this may have happened.
* I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
* I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
* I will not 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: ……………………………