



Roman Way Primary School

Children's ICT Acceptable Use Policy

Issue Date	10 th November
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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	17 th November 2020

Review Date	November 2023
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Key Stage One

This is how we stay safe when we use computers:

- I will ask a teacher, or suitable adult, if I want to use the computers / tablet computers;
- I will only use activities that a teacher or suitable adult has told me, or allowed me, to use;
- I will take care of the computers and other digital equipment;
- I will ask for help from a teacher, or suitable adult, if I am not sure what to do or if I think I have done something wrong;
- I will tell a teacher, or suitable adult, if I see something that upsets me on the screen;
- I know that if I break the rules I might not be allowed to use a computer or tablets.

Key Stage Two

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password;
- I will be aware of "stranger danger", when I am communicating on-line;
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc);
- I will immediately report any unpleasant, or inappropriate material, or messages, or anything that makes me feel uncomfortable when I see it on-line. I will act as I expect others to act toward me;
- 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 recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school;
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I

try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;

- I will immediately report any damage or faults involving equipment or software, however this may have happened;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings; I have read and understand the above and agree to follow these guidelines when I use the schools systems and devices.

I understand that if I break these guidelines my access to school systems and devices may be limited.

This is to be read alongside the following policies (all which can be found on the school website):

- *Remote Learning Policy*
- *Safeguarding and Child Protection Policies and COVID Addendum*

This is to be read alongside the following documents:

- *Children – Keeping Yourself Safe Online*
- *Teachers – Keeping Yourself Safe Online*
- *Remote Learning Home-School Agreement*