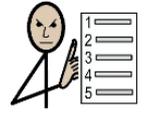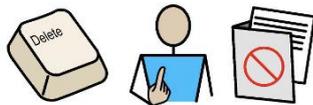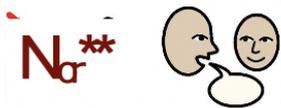# KS2 Acceptable Use Policy

I will use the school's digital equipment and tools for schoolwork and homework. If I need to use these for anything else, I will get permission first.
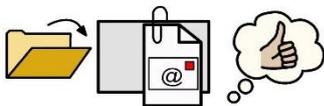
I will only use the internet if a teacher or teaching assistant is in the room with me or they have said it's OK.
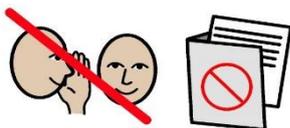
I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look or change other people's files without their permission.

I will keep my passwords private and tell an adult if I think someone else knows them. I know that my teacher can change my Purple Mash password if

I will only open email attachments from people who I know or an adult has approved. If I am unsure about an attachment or email, I will ask an
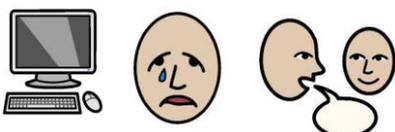
I will not give out my own personal details such as name, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name, I will make one up.

I will never post photographs or video clips of people I know without their permission and never include names with photographs or videos.

I will never arrange to meet someone I have only ever previously met online. It could be dangerous.

I will not deliberately look for, save or send anything that could be unpleasant, upsetting or embarrassing. If I find anything digital content makes me feel uncomfortable, I will tell a teacher or other adult who I trust.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, my teacher may:

- Speak to me about my behaviour

- Speak to my parents about my use of technology

- Remove me from online tools, communities or groups

- Turn off my access for a little while, or stop me from using digital tools

- Take other action to keep me (and others) safe