

# ICT Acceptable Use Policy for Primary Pupils



**ZIP IT**  
Keep your personal stuff private and think about what you say and do online.



**BLOCK IT**  
Block people who send nasty messages and don't open unknown links and attachments.



**FLAG IT**  
Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

## To keep me safe whenever I use the internet or email, I promise...



- to keep my username and password private and not to use anyone else's
- to keep all personal information private
- to block unknown links and attachments by not opening anything that I do not trust
- to report any messages or internet pages that are unsuitable or upsetting
- to tell someone I trust if someone asks to meet me offline

## When using computer equipment in school...

- I must ask permission from an adult first
- I understand that my behaviour will be checked
- I will not play games unless I have permission
- I will not log-in to somebody else's account, nor open, copy, delete or change anyone else's files, without their permission
- I will be polite and think carefully about how I talk to others online and what I say about them
- I will not take, copy or send pictures of anyone without their permission
- I will not try to upload, download or open any files, programs or websites which are unsuitable or illegal
- I will not try to get around the filtering or security systems
- I will not install any programs nor change the settings
- I will not use my own data/memory stick on any school computer or laptop without permission.
- I will not use chat and social networking sites unless I have permission from an adult
- I will not copy other people's work and pretend it is my own
- I will not try to download pirate copies of music, videos, games or other software
- I will check that information I use from the internet is from a trusted website

## If I break these rules...

- I understand that the school's behaviour guidelines will be followed
- I may not be allowed to use the internet for a fixed period of time

## I have read and understand this policy and agree to follow it.

Name of pupil \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

*"Teach children how they should live, and they will remember it all their lives."  
(Proverbs 22:6)*