

# Sheffield Catholic Schools Partnership Acceptable Use Policy for Pupils in Key Stage 2

Sheffield  
Catholic  
Schools  
Partnership



**St Ann's Catholic Primary School**

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Planned Review: Annually in September

Reviewed Date: September 2020

# Sheffield Catholic Schools Partnership

## Acceptable Use Policy for Pupils in Key Stage 2

I understand that by following these rules I am being a responsible, respectful and safe user of the internet and digital devices:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other 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 be aware of “stranger danger”, when I am on-line
- I will not share personal information about myself or others when on-line (this could include names, school/home addresses, email addresses, telephone numbers, age etc )
- I will tell a teacher or suitable adult if I see something inappropriate on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet
- I will keep my 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 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 or recordings of anyone without their permission
- I will not use social media sites in school

### Respecting digital property

- 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 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 will not copy the work of others from the internet in my work without acknowledging the owner/publisher
- When I am using the internet to find information, I will take care to check that the information that I access is accurate and reliable

	Child	Parent
Name:		
Signed:		
Date:		