

## IT Acceptable Use Policy (KS2)

### Policy Monitoring, Evaluation and Review

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board. Employees not based in a school should substitute 'Principal' with CEO or appropriate representative.

<b>Version:</b>	1.0
<b>Date created:</b>	January 2023
<b>Last updated:</b>	January 2023
<b>Author:</b>	Grahame Smith
<b>Ratified by:</b>	Executive Team
<b>Date ratified:</b>	March 2023
<b>Review date:</b>	January 2024

### Revision History:

Version	Date	Author	Summary of Changes:
1.0	January 2023	GSM	New policy/removal from Online Safety policy appendix

## Contents

1	Acceptable Use Policy (KS2) .....	3
2	Review of policy .....	3
3	Appendix A - ICT Acceptable Use Policy .....	3

## 1 Acceptable Use Policy (KS2)

***Pupils will accept this agreement upon clicking "I accept" when using school IT equipment***

*These rules will keep me safe and help me to be fair to others.*

- I will only use the school's computers for school work and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I will use the internet responsibly.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- I will use the school remote learning systems responsibly and report anything inappropriate to my teacher/s .
- I will not share photos or videos of anyone without permission.

## 2 Review of policy

- 2.1 This policy is reviewed as required by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

---

## 3 Appendix A - IT Acceptable Use Policy

IT Acceptable Use Policy for KS2	
<b>Pupil name:</b>	<b>Pupil Signed:</b>
<b>Pupil (KS2) user Agreement:</b> I have read and understood the rules outlined in the Trust's IT Pupil Acceptable Use Policy (KS2)  I will use the IT equipment in a responsible way in accordance with the rules set out in this policy.	
<b>Parent name:</b>	<b>Class:</b>
<b>Parent signed:</b>	<b>Date:</b>