Lakeview School - KS2 AUP Autumn 2019

1. I will only use **ICT** in school for schoolwork purposes.
2. I will **LOOK AFTER** school laptops and digital equipment and tell a teacher straight away if something is broken or not working properly.
3. I will keep my **LOGINS** and **PASSWORDS** to myself.
4. I will not attempt to visit websites or apps the school has **BLOCKED.**
5. I will not bring files into school without permission or **UPLOAD** inappropriate material to my workspace.
6. I will not **OPEN** an attachment, or **DOWNLOAD** a file, unless I know and trust the person who has it.
7. I will **ONLY EDIT OR DELETE MY OWN FILES** and not look at, or change, other people's files without their permission
8. When in school I will only **CONTACT** people with my teacher's permission.
9. I will only **EMAIL** people I know or who are approved by my school.
10. 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.
11. I will **NEVER ARRANGE TO MEET SOMEONE** I have only ever previously met on the internet.
12. I will hand in any personal **MOBILE DEVICE** to the school office on arrival and will make sure it is switched off.
13. I will not bring a **SMART WATCH** to school as they are not allowed to be worn during the school day.
14. I will be very careful when **SHARING** pictures or videos of myself or my friends. If I am in school I will always check with a teacher.
15. 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 immediately show a trusted adult.
16. I will make sure messages sent or information I upload, will always be **POLITE AND SENSIBLE.**
17. I understand that if I break the **RULES**, I may not be allowed to use digital equipment.

I have read and understood these rules and agree to them.

Name: _____

Class: _____

Signed: _____

Date: _____