

**\*Taken from the Villiers Primary School e-Safety Policy Dec. 2020\***

Appendix 6:

Acceptable Use Policy & Guidance for KS2 (Y3-6 inclusive)

I agree that I will:

- always keep my password a secret
- only visit sites which are appropriate to my learning
- work in collaboration only with friends and I will deny access to others
- turn the monitor off and tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my/or my parents mobile phone number to anyone who is not a friend
- only e-mail people I know or those approved by a reasonable adult
- only use an e-mail account which has been provided by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself or friends
- never put a photo of myself online with my school uniform on
- never meet an online friend without taking a responsible adult that I know with me

I understand that:

- once I post a message or an item on the internet then it is completely out of my control
- anything I write or say or any website that I visit may be being viewed by a responsible adult.
- Any inappropriate use will lead to my rights being removed