ACCEPTABLE USE POLICY (FS & KS1)

This policy applies to all schools in The Lionheart Educational Trust

**Approved by Trust Board:
September 2023 – September 2024**

KS1 Pupil Acceptable Use Agreement

I will follow these rules to keep me safe:

- I will not damage any school ICT equipment.

- I will not eat or drink while using the ICT equipment.

- I will only use the school's computers for my schoolwork or homework.

- I will keep my logins and passwords secret

- I will only use school equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.

- I will only use the internet when an adult says I can.

- When using video chat software I will ensure that I follow school rules for safe use.

- I will turn off the monitor (screen) if I see something that I feel uncomfortable with or upsets me; then I will tell my teacher straight away.

- I will not say nasty or hurtful things about any member of staff or pupil online.

- I will not try and get to any websites that the school has blocked access to, or try to look for, or save anything, that is unpleasant.

- I will not give away my personal details (full name, age, birthday, school, address etc.) or the personal details of other users in school, over the internet. This includes photographs or images of me, other pupils or members of staff.

- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned for my safety.

- I will not share photos or videos of anyone without permission.

Students will be prompted to sign the Acceptable Use Policy on Beehive when logging in for the first time at the start of the academic year or the first time logging in for new students.