



## Key Stage 2 Acceptable Use Policy (AUP)

- I will use the school's ICT equipment and tools (including computers, cameras, Starz etc.) for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet if a teacher or Teaching Assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files without their permission.
- I will keep my passwords secret and tell my teacher if I think someone else knows them.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people who I know or my teacher has approved. If I am unsure about an attachment or email, I will ask my teacher for help.
- I will make sure that all communication with other children and adults is responsible, polite and sensible.

- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, email or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.
- I will be responsible for my behaviour because I know that these rules are there to keep me safe. If I break these rules I know I will have to deal with consequences.



# Starz E-Safety Rules



I use Starz to help me to stay safe online

[www.starz.org.uk](http://www.starz.org.uk)



I will keep my Starz password TOP SECRET and tell my teacher if someone else knows it.



I only click on the buttons or links when I know what they do.



In school I use Starz to search the Internet because it keeps me safe.



If I see something on a screen which upsets me, I will always tell an adult.



I will send only polite and friendly emails to people that I know using Starz mail.



I will only put polite and friendly things online.

