

# THE LATIMER PRIMARY SCHOOL



## Acceptable Use Policy for Primary Pupils



**ZIP IT**  
Keep your personal stuff private and think about what you say and do online.



**BLOCK IT**  
Block people who send nasty messages and don't open unknown links and attachments.



**FLAG IT**  
Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

### To keep me safe whenever I use the internet or email, I promise...



- To keep my username and password private and not to use anyone else's
- To keep all personal information private
- To block unknown links and attachments by not opening anything that I do not trust
- To report any messages or internet pages that are unsuitable or upsetting
- To tell someone I trust if someone asks to meet me offline

### When using computer equipment in school...

- I understand that my behaviour will be checked
- I will not play games unless I have permission
- I will not open, copy, delete or change anyone else's files, without their permission
- I will be polite and think carefully about how I talk to others online and what I say about them
- I will not take, copy or send pictures of anyone without their permission
- I will not try to upload, download or open any files, programmes or websites which are unsuitable or illegal
- I will not try to get around the filtering or security systems
- I will not install any programmes nor change the settings
- I will not use chat and social networking sites unless I have permission from an adult
- I will not copy other people's work and pretend it is my own
- I will not try to download pirate copies of music, videos, games or other software
- I will check that information I use from the internet is from a trusted website

### If I break these rules...

- I understand that the school's behaviour guidelines will be followed

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**I have read and understand this policy and agree to follow it.**

Name of pupil \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.**

Parent/Carer signature \_\_\_\_\_

