

ACCEPTABLE USE OF ICT POLICY:  
PUPILS

THE DUKE OF NORFOLK CE PRIMARY  
SCHOOL



Ratified by Governors: September 2022

Next review: September 2024



**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.

All Pupils/Parents must adhere to the Acceptable Use of ICT policy for Pupils. Key Stage Two pupils must also sign below to ensure they understand and adhere to the policy.

**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 behave online as I would do offline, with respect and consideration
- ✓ I will follow the rules in this policy when using school equipment, whether in or outside of school
- ✓ I will use our virtual classroom as if it was a real classroom and follow the rules set out by the teacher
- ✓ I will not upload or download any data from Google Classrooms unless I am given permission or instruction to do so by the teacher
- ✓ 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

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

**For Key Stage 2 Pupils:**

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 \_\_\_\_\_ Date \_\_\_\_\_

School name.....