Hightown JIN School

Key Stage 2 Computing Acceptable Use Policy

Purpose:
This policy supports pupils in using digital technology safely, responsibly, and effectively, preparing them to be confident and critical users of technology.

What Pupils Agree To:

1. **Use Technology Responsibly**
   - *I will use computers, tablets, and other devices carefully and for learning or creative purposes.*
   - *I will respect the devices and the work of others when using technology.*
2. **Protect Personal Information and Privacy**
   - *I will not share my personal information (like my full name, address, phone number, or passwords) online or with people I don't know.*
   - *I will keep my passwords safe and change them if I think someone else knows them.*
3. **Be Safe and Respectful Online**
   - *I will only visit websites and use apps that my teachers or parents say are safe and appropriate.*
   - *I will not send or share hurtful, rude, or inappropriate messages or content.*
   - *I will think carefully before posting or sharing anything online, remembering it can be seen by others.*
4. **Develop Digital Skills and Knowledge**
   - *I will learn how to use keyboards, shortcuts, file management, and software effectively to complete my work.*
   - *I will practice searching for information safely and evaluate if the information is reliable and trustworthy.*
   - *I will understand how to use digital tools creatively, such as presentations, spreadsheets, image editing, and coding.*
5. **Report Concerns and Ask for Help**
   - *If I see something online that worries me or makes me feel uncomfortable, I will tell a trusted adult immediately.*
   - *If I experience any problems with technology or do not understand something, I will ask my teacher or another adult for help.*
6. **Follow School Rules and Policies**
   - *I will follow the Hightown Way when using technology and understand that not doing this may lead to losing access to devices or the internet.*
   - *I will respect copyright and only use images, music, and content that I have permission to use or that are free to use.*

Signing the Agreement

I have read and understood these rules and promise to use digital technology safely, respectfully, and responsibly.

Pupil's Name:
Pupil's Signature:
Date: