



**ACCEPTABLE USE POLICY (KS2)**

**This policy applies to all schools in  
The Lionheart Educational Trust**

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



## KS2 Pupil Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework and I am aware that the school can monitor my internet and system use.
- I will not bring files into school via removable media or online account without permission or upload inappropriate material to my workspace.
- I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
- I will keep my logins and passwords secret
- I will use the Internet responsibly and will not visit web sites that are inappropriate for the school or my age.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only email people I know, or a responsible adult has approved.
- When using video chat software, I will ensure that I follow school rules for safe use.
- The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a responsible adult.
- I am aware that some websites, games and social networks have age restrictions and I should respect this.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- 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.