

**Clifton** (Main Office and Junior Site):  
Worrall Road, Clifton, Bristol, UK BS8 2UH  
Tel: 0117 903 0251

**Redland** (Infant Site):  
Lower Redland Road, Redland, Bristol, UK BS6 6SU  
Tel: 0117 353 2090

## **KS2 Pupils to sign**

# Acceptable Use Policy

## **These rules help us to be fair to others and keep everyone safe**

- I will use devices/computers as my teacher has asked only accessing the programs or applications they have asked me to use.
- I will ask permission before using the internet.
- I will use only my own or year group network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files or personal devices without permission.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will only e-mail, open attachments or download a file from people I know and trust, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my full name, home address or phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or friends, unless a trusted adult has given permission.
- I understand that I must never arrange to meet someone that I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take my parent/carer with me.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I should ensure that I have permission to use the original work of others in my own work
- I will not copy, screenshot or photograph images, videos or work and upload onto online platforms such as social media.
- I understand that if I deliberately break these rules there will be appropriate sanctions.