



Acceptable User Policy for -

## **The Croft Preparatory School**

**This is how we stay safe when we use the internet and other personal electronic devices, when at school and outside of school:**

- I will ask for permission from an adult before using online computer devices.
- I only use activities that an adult has told or allowed me to use.
- I must check the age I have to be before I use websites, apps, software, DVD's and games.
- I will tell an adult if I see something that upsets me or is inappropriate.
- I only send emails and messages to people I know, or who an adult has approved.
- I never send offensive messages when using electronic devices.
- I will not open emails or messages sent by anyone I do not know.
- I will not share personal or private information with anyone I do not know (including passwords).
- I will not arrange to meet anyone I do not know.
- I will ask for help from an adult if I am not sure what to do or think I might have done something wrong.
- I know that if I do not follow these rules I might not be allowed to use electronic devices in the future.
- I will not access other people's information when using electronic devices.
- I will remember to sign out of computer device when I have finished using them.
- I will take care of any electronic devices that I use.