



**BRADGATE**  
Education Partnership

Stronger Together

**TITLE:**

# IT Acceptable Use Policy – Primary Pupils

Approved: March 2026  
Review Date: March 2029  
Responsible Officer: Head of Estates & IT

Ambitious  
Collaborative  
Ethical

## Safe and Responsible

We want you to be safe and responsible online. Along with filters and rules, we'll teach you how to use the internet, phones and social apps safely and how to look after your digital reputation.







You will learn these skills in lessons and get chances to practise them, teachers will remind you about e-safety whenever you use computers or devices.

When you research difficult or sensitive topics, your teacher will help and may allow specific websites for a short time so you can learn safely.

## Acceptable Use Agreement for Me

As a pupil at Mercenfeld Primary School, I want to enjoy using the computers within our school.

### I know it is very important that:

	I <b>always</b> look after the equipment
	I am <b>kind</b> to others, and <b>share</b> the equipment nicely and fairly
	I make sure I use <b>kind language</b> when talking to others through the computer
	I only use websites or play games that my teacher has <b>allowed</b> me to use
	I tell my teacher if anything or anyone makes me <b>feel uncomfortable</b> or if there is a problem
	I <b>will not</b> bring to school any mobile phone or tablet from home (unless agreed otherwise with the school)



**I will remember** that not everything I read on the Internet is true



I will remember that sometimes attachments can contain **viruses or bugs** so I should only open attachments from people I know

## **I UNDERSTAND THAT THIS IS IMPORTANT, SO I PROMISE TO:**



Only use the Internet and email when an adult is nearby



Only click on icons and links when I know they are safe



Only send friendly and polite messages



Never share my usernames and passwords



Always tell an adult if I see something I don't like on a screen

My Name:

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My Signature:

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## **LOCKI SAYS KEEP SAFE**

