



KS2 Student Acceptable Use Policy

Person responsible	E-Safety Coordinator & Computing Teacher
Last update	Summer 2024
Frequency of Review	Annually

The text on the following page will be explained to children in a dedicated E-Safety lesson, after which children will be asked to sign the declaration to comply with the rules explained to them as an agreement between themselves and the school as part of the Pupil Behaviour Policy. This policy will be included in an email sent to parents to make them aware of the policy and its requirements at the start of every academic year.

This Acceptable Use Policy is intended to ensure:

- Pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour

The School will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

This text is attached to the permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

These statements can keep me and others safe & happy at school and home. I agree to uphold each of them. I know that if I do not follow them the school will take action such as time outs, meeting with the Head of Prep or the Head Teacher, Sanction signatures and informing my parents.

1. *I learn online* – I use the school's internet, devices and logins for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including if I use them at home.
2. *I learn even when I can't go to school* – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom and nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. *I ask permission* – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. *I am a friend online* – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
5. *I am a secure online learner* – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. *I am careful what I click on* – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
7. *I ask for help if I am scared or worried* – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9. *I know it's not my fault if I see or someone sends me something bad* – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
10. *I communicate and collaborate online* – with people I already know and have met in real life or that a trusted adult knows about.
11. *I know new online friends might not be who they say they are* – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
12. *I check with a parent/carer before I meet an online friend* the first time; I never go alone.

13. *I don't do live videos (livestreams) on my own* – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
14. *I keep my body to myself online* – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15. *I say no online if I need to* – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
16. *I tell my parents/carers what I do online* – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
17. *I follow age rules* – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
18. *I am private online* – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. *I am careful what I share and protect my online reputation* – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. *I am a rule-follower online* – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21. *I am not a bully* – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22. *I am part of a community* – I do not make fun of anyone or exclude them because they are different from me. If I see anyone doing this, I tell a trusted adult and/or report it.
23. *I respect people's work* – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free.

24. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

25. *The school computing systems are part of school property* - I will not try to remove or bypass security and safety features. This includes programs and software as well as physical computing equipment.

I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult: at school that includes :

Outside school, my trusted adults are:

I know I can also get in touch with [Childline](#)

Child's Name: _____ **Date:** _____