



Acceptable Use of Technology Policy – Key Stage 2 (Years 3 to 6)

Our Online Safety Rules



I understand that my school's Online Safety Rules will help keep me safe and happy online at home and at school.

Safe

- I will behave online the same way as I behave in the classroom – following our school values at all times.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

Learning

- I always ask permission from an adult before using the internet and know that they will supervise me using it.
- I only use websites and search engines that have been approved by an adult in school.
- I know that I am not allowed to use my own personal devices (e.g. mobile phone) at school
- I understand that if I do not use the internet appropriately then my access may be restricted.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible

- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games online, and that if I accidentally come across any of these, I should report it to a teacher or adult in my school, or to an adult at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name and will not send a picture of myself without permission from a teacher or other adult.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable, and it sometimes needs checking.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, when I am in Year 5 and 6, I need to bring a mobile phone into school, I know that it is to be handed in to the office and then collected at the end of the day.

Tell

- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will talk to a trusted adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to my teacher.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind online.
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school devices and networks are monitored to help keep me safe, including if I use a school device at home. This means someone at the school will be able to see and/or check my online activity when I use school devices and the school networks if they are concerned about my or anyone else's safety or behaviour.
- I have read and talked about these rules with my parents/carers.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that I can put the poster below up at home if I want, to remind me of these rules.

Key Stage 2 (Years 3 to 6)

Our Online Safety Rules



- I ask a teacher/adult about which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know I must only open online messages that are safe. If I am unsure, I will not open it without speaking to an adult first.
- I know that people online are strangers, and they may not always be who they say they are.
- If someone online suggests meeting up, I will always talk to an adult straight away.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.
- I know my use of school devices and systems can be monitored.

