



Pupil, Parent & Carer Acceptable Use Policy

Adopted Date: **01/10/2019**

Review Date: **01/10/2020**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



Pupil Acceptable Use Policy

Early Years & Key Stage 1

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I keep my personal information and passwords safe online.
- I know the school can see what I am doing online.
- I know that if I do not follow the rules then I may not be allowed to use the IT equipment.
- I have read and talked about these rules with my parents/carers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried.
- I can visit thinkuknow.co.uk to learn more about keeping safe online.

Key Stage 2

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I only use my school computers for school work.
- I will not use my own personal devices, mobile phones or wearable technology in school, and will hand it in to the office every morning and collect it at the end of the day.
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult.
- I will always credit the person or source that created any work, image or text I use.
- I will always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I will keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- If I bring in a USB stick from outside of school, I will always get it checked by the technician before using it.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school computers and internet access will be monitored.
- I know that if I do not follow the rules then I may not be allowed to use the IT equipment.
- If I see anything online that I shouldn't or that makes me feel worried or upset, then I will minimise the page and tell an adult straight away.
- I have read and talked about these rules with my parents/carers.
- If I am aware of anyone being unsafe with technology, then I will report it to a teacher.
- I can visit thinkuknow.co.uk and childline.org.uk to learn more about keeping safe online.

As part of our Computing curriculum, we teach children the importance of Online Safety. We would advise that the pupils adhere to the following:

- I will only send messages which are polite and friendly and I understand that unkind and hurtful messages and images can be reported as bullying.
- I will only talk with and open messages from people I know in person and I will only click on links if I know they are safe.
- I will only post pictures or videos on the internet if they are appropriate and if I have permission to do so.



- If I create a video or live stream I will ensure that I don't accidentally share information about where I live, the clubs that I belong to, or which school I go to. I will check what others can see in the image.
- If I am considering posting an image or video online, I will ensure that the geolocation feature is not enabled so that I do not share my exact location with anyone.
- 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.
- I will talk with my parents/carers about ensuring the correct parental controls are enabled on my devices to limit my exposure to harmful content online.

Parent & Carer Acceptable Use Policy

- I have read and discussed the Acceptable Use Policy with my child.
- I know that my child will receive Online Safety education to help them understand the importance of safe use of technology and the Internet, both in and out of school.
- I am aware that any internet or computer use, using school equipment, may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the internet facilities.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school's Acceptable Use Policy then sanctions will be applied in line with the school's safeguarding, behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence, then the Police will be contacted.
- I will not take images or video on the school premises, unless prior guidance has been given (e.g. school performances, sports day etc.).
- I, together with my child, will support the school's approach to Online Safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- **I will not attempt to contact any member of the school staff through social media with any matters relating to school.**
- **I am aware that anything posted publicly on social media with specific regard to the school, members of staff or pupils can be monitored in line with the Defamation Act 2013 and appropriate action may be taken.**
- I know that I can speak to the school Online Safety Coordinator (Mrs E Beaumont-George), my child's teacher or the Head teacher if I have any concerns about Online Safety.
- I will visit the school website (hadleigh.suffolk.dbprimary.com/.../onlinesafety) for more information about the school's approach to Online Safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit thinkuknow.co.uk, nspcc.org.uk, internetmatters.org, saferInternet.org.uk and childnet.com for more information about keeping my child(ren) safe online.

I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing Online Safety with them when they access technology at home.