



Pupil KS2 Acceptable Use Policy (AUP)

Adopted Date: **September 2024**

Review Date: **September 2025**

*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.*

THESE STATEMENTS CAN KEEP ME AND OTHERS SAFE & HAPPY AT SCHOOL AND HOME

1. *I learn online* – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe.
2. *I behave the same way on devices as face to face in the classroom, and so do my teachers* – If I get asked 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 devices, apps, sites and games if and when I am allowed to. If not sure, I will ask.
4. *I am creative online* – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.
5. *I am a good friend online* – I won't share or say anything 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.
6. *I understand that I should not try and befriend any members of staff online.* If a member of staff tried to contact me, I would tell a trusted adult.
7. *I am not a bully* – I know just calling something fun or banter doesn't stop it may be hurting someone else. I do not post, text or message or share unkind, hurtful or rude messages/comments, images or videos and if I see it happening, I will tell my trusted adults.
8. *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!
9. *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.
10. *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.
11. *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.
12. *If I make a mistake I don't try to hide it but ask for help.*
13. *I only communicate, play and collaborate online* – with people I already know and have already met in real life or that a trusted adult knows about.
14. *I know online friends might not be who they say they are* – I am careful when someone wants to be my friend. I will check with a trusted adult before accepting a friend request .
15. *I never pretend to be someone else online* – it can be upsetting or even dangerous.
16. *I will never meet someone in real life that I have met online without permission from a trusted adult and I will never go alone.*
17. *I don't go live (videos anyone can see) on my own* – and always check if it is allowed. I check with a trusted adult before I video chat with anybody.
18. *I don't take photos or videos of people without them knowing or agreeing to it* – and I don't create artificial images, videos or deepfakes of others. I never film fights or people when they are upset or angry.

19. *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.
20. *I can 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.**
21. *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.
22. *I follow age rules* – 13+ games, apps and films 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.
23. *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.
24. *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).**
25. *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.
26. *I am part of a community* – I do not say mean things, make fun of anyone or exclude them because they are different. If I see anyone doing this, I tell a trusted adult and/or report it.
27. *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 or has a Creative Commons licence.
28. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see or read online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.
29. *To keep me safe I know that the school filters and monitors online activity* – I will not try and get around using the safe search engine 'Swiggle' or try and get around the school's monitoring system.
30. *I understand that if I am in Years 5 or 6 I may bring a mobile phone into school if I need it to keep myself safe walking to and from school.* – I understand that my phone must be named, switched off and handed in every morning when I get into school. If I don't my phone may be taken away by a member of staff.
31. *I understand that if I have a smartwatch I must put it in flight mode or disconnect it from blue tooth when I am in school.* – If I use my phone to text, call, record audio, or surf the internet during school hours my phone may be taken away by a member of staff and my parents/carers will be called.
32. *I understand I may need to use specialised equipment to help support my learning or medical needs* – I understand that if I misuse my equipment in any way to record video or audio, take pictures, surf the internet, use apps, phone or text during school hours the equipment may be taken away by a member of staff and my parents/carers will be called.