

ACCEPTABLE USE POLICY

KS2

I understand that the Polwhele House School Acceptable Use Policy will help keep me safe and happy online at school and working on different devices, including in the IT Suite.

READY	RESPECTFUL	SAFE
<p>I will be ready to work and listen carefully to what I need to do.</p> <p>I will ask for help if I get stuck or if I am unsure about what to do.</p> <p>I will make sure that I have all the equipment I need to start my lessons on time (paper, books, pens, information about the lesson etc).</p>	<p>I will not log on to the computer or learning platform as anyone else.</p> <p>I will not use the computer system to do anything that is unkind or that would cause upset to another pupil or a teacher.</p> <p>I will only send messages which are polite and friendly.</p> <p>I will behave in the IT suite and online the same way I behave in the classroom, following the school rules and class expectations.</p> <p>I will behave well, even when I believe nobody is watching.</p> <p>I will not use chat messages whilst I am in my lessons.</p> <p>I will not take photos, snips, screenshots of any of my friends, classmates and teachers.</p> <p>I will not use other programs, websites or platforms whilst I am in lessons.</p> <p>I will always credit the person or source that created any work, images or text I use.</p> <p>I will only post pictures or videos on the internet/learning platform if they are safe and appropriate, and if I have permission.</p>	<p>I will tell a trusted adult if I see anything that upsets me, makes me feel unhappy, scared or worried. If I get a funny feeling, I talk about it.</p> <p>I will immediately close any webpage that I am not sure about.</p> <p>I keep my own and other people's personal information safe and private online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc). I will not share my login or others' login details and links to lessons with anyone else.</p> <p>I only talk with and open messages from people I know.</p> <p>I only click on links if I know they are safe. 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.</p> <p>I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online.</p> <p>I know that not everything or everyone online is honest or truthful. I am careful when someone wants to be my friend. 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 a trusted adult.</p> <p>I know that all school devices and systems are monitored to</p>

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

Where work is protected by copyright, I will not try to download copies (including music and videos).

help keep me safe.

If I am aware of anyone being unsafe with technology, I will report it to a teacher.

I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

I will not use or access social media sites at school.

I know I won't get into trouble if I see or someone sends me something bad. I know I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it – I ask for help.

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 photos or videos without checking with a trusted adult.

I don't have to do something just because someone dares or challenges me to do it, or to keep a secret.

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 to keep me safe.

		<p>I follow age rules. 13+ and 18+ games and apps aren't good for me so I don't use them. They may be scary, violent or unsuitable.</p> <p>I am careful what I share and protect my online reputation. I know anything can be shared and might stay online forever (even on Snapchat or if I delete it).</p>
--	--	--

I understand that Polwhele House has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, the Behaviour, Rewards and Exclusions Policy will be followed.

My trusted adults are: