



# SHANKLEA PRIMARY SCHOOL

## Pupils Acceptable Use Policy

Policy Control Details			
Date policy approved:	December 2016		
Prepared by:	Senior Leadership Team	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	December 2017		
Responsibility for review:	Performance Improvement Committee		

# Pupils Acceptable Use Policy

## For all pupils

- 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 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

## For KS2 pupils

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use my school computers for school work unless I have permission otherwise
- I ask my teacher before using my iPad at school
- 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 only talk with and open messages from people I know and I only click on links if I know they are safe
- I 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 only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself
- 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 not access or change other peoples files or information
- I will NOT post pictures or videos on the Internet
- I will NOT change the settings on the computer
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- 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 never arrange to meet anyone I have met online alone in person
- I know that my use of school devices/computers and Internet access will be monitored
- I know that if I do not follow the rules then school will take appropriate action
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will tell an adult straight away
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online.
- 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 know I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I will report it to a teacher or adult in school or a parent or carer at home.
- 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.
- 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 NOT 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 will NOT bring in memory sticks / CD ROMs from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.
- 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 e-mail, social networking sites or instant messaging in school.
- If I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.

**I have read, understood and will follow the Pupils Acceptable Use Policy.**

Child's Name..... Class.....

Child's Signature.....

Date.....