

Appendix E

Acceptable Use Policy for Children

Pupil Acceptable Use Policy (Foundation Stage and KS1)

These rules will help us to keep everyone safe when online and using devices.

- I will ask a teacher or suitable adult if I want to use the computer or iPad.
- I will only use apps, sites or games that a teacher or suitable adult has told me to or allowed me to use.
- I will only share my passwords and log in details with my teacher, suitable adult or my parents.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets or scares me on the screen.
- I know that people online aren't always who they say they are.
- I know that anything I do online can be shared and might stay online forever.
- I will always check with my teacher, suitable adult or parents before sharing any personal information.
- I will be kind and polite to everyone, online and in person.
- I know that these rules are designed to keep me safe. If I break the rules I might not be able to use the computer or iPad and my parents may be contacted.

The school cannot accept any responsibility for access to the internet outside of school, even if the children are researching a topic related to school. We encourage all children to adhere to the rules both at school and at home.

Pupil Acceptable Use Policy (KS2)

These rules will help us to keep everyone safe when online and using devices.

- I will only use ICT systems in school, including the internet, email, digital media and mobile technologies for school purposes.
- I will ask permission from a member of staff before using the internet.
- I will not install or attempt to install programmes of any type on any school device, nor will I try to alter computer settings.
- I will only log onto the school network and school learning platforms such as Microsoft Teams, Purple Mash and Times Table Rockstars with my own user name and password.
- I will not reveal my passwords or log in details to anyone other than my parents or my teacher.
- I will only open / delete my own files and will not access other people's folders without permission.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use. I will make sure that all ICT communication with other children and adults is responsible, polite and sensible.
- I will not deliberately browse, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent / carer.
- I will immediately report anything I have seen or heard online that makes me feel uncomfortable.
- I will always check with my teacher or parents before sharing any personal information.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others any distress or bring into disrepute.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I know that my parent / carer may be contacted if a member of school staff is concerned about my e-safety.
- I understand that these rules are designed to keep me safe and if they are not followed (e.g. cyber-bullying, use of images or personal information) I will be subject to disciplinary action. This will include contact with parents and , in the event of illegal activities, involvement of the police.

The school cannot accept any responsibility for access to the internet outside of school, even if the children are researching a topic related to school. We encourage all children to adhere to the rules both at school and at home.

Dear Parent / Carer,

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. It is essential that pupils are aware of e-safety and know how to stay safe when using any ICT. Many of the rules will become more relevant as the children progress through school and will have increased access to the internet and email.

Please read and discuss these e-safety rules with your child. If you would like any further information about the use of ICT in your child's year group, please speak to your child's class teacher or the school's ICT subject leader.

Please take care to ensure that appropriate systems are in place at home to protect and support your child / children.

Please return the bottom section of this form to school.

Pupil Acceptable Use Policy

We have discussed the Pupil Acceptable Use Policy and _____
(pupil's name) agrees to follow the e-safety rules and support the safe use of ICT at the Queens' Federation.

Parent / Carer Signature: _____

Child Signature: _____

Class: _____

Date: _____

Please return the signed form to the school office. Thank you