



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

KS2 ICT Pupil Acceptable Use Policy

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ICT Acceptable Use Policy

Safety and Responsibilities Policy – Pupil / Student

This policy relates to the use of any type of computer (including, but not limited to: desktop PCs, laptops, tablet devices, smart phones and other smart devices [such as smart watches or other wearables])

All pupils must follow the rules detailed below when using computers in the school and any web-based services which the school uses. This list cannot cover every eventuality and it will be regularly updated. Children are expected to behave at all times in a way that adheres to the school ethos

If pupils do not follow the rules they may find that they are no longer allowed to use the computers or that they have restricted access to the computers and school web services. Furthermore, pupils who misuse the computers may have their past network usage investigated and, in some circumstances, information may be passed on to the appropriate authorities

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, to learn and have fun. School can see what I am doing to keep me safe, even when at home. I never use USB sticks or other storage devices in school computers.
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 the devices, apps, sites and games I am allowed to and when I am allowed to.
4. I am only ever me – I would never log on to a computer using someone else's log in.
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 am not a bully – I know just calling something fun or banter doesn't stop it maybe hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

7. 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!
8. 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.
9. 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.
10. 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.
11. If I make a mistake I don't try to hide it but ask for help.
12. I communicate and collaborate online – with people I already know and have met in real life or that a trusted adult knows about.
13. I know online friends might not be who they say they are – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
14. I never pretend to be someone else online – it can be upsetting or even dangerous.
15. I check with a parent/carer before I meet an online friend the first time; I never go alone. I never try to contact staff online.
16. 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 for the first time.
17. I don't take photos or videos of people without them knowing or agreeing to it – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.
18. 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.
19. I 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.
20. 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.
21. 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.
22. 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.
23. 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).

24. 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.

25. I am part of a community – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.

26. 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.

27. I am a researcher online – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see 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.

28. I understand that if I post things about others on social media outside school there may be consequences in school

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school that might mean _____

Outside school, my trusted adults are _____

I know I can also get in touch with Childline

Signed: _____

Date: _____