

Acceptable Use Policy (AUP)

KS2 Pupils



St James CE Primary

OUR TRUST'S PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus

Amen

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, even when at home.
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 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 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.
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 or 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.

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**I have read and understood this agreement.**

If I have any questions, I will speak to a trusted adult:

At school, that may mean:

\_\_\_\_\_

\_\_\_\_\_

Outside school, my trust adults are: \_\_\_\_\_

\_\_\_\_\_

I know I can also get in touch with [Childline](#) (Tel: 0800 1111)

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Review Schedule**

|                        |                                   |
|------------------------|-----------------------------------|
| Policy Author          | Data Protection Officer (DPO)     |
| Policy Approver        | Trust Corporate Services Director |
| Current Policy Version | 1.3                               |
| Policy Effective From  | 1 <sup>st</sup> September 2023    |
| Policy Review Date     | By 31 <sup>st</sup> August 2024   |

**Revision Schedule**

| <b>Version</b> | <b>Revisions</b>                                                                                                                                        | <b>By whom</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1.0            | Original document produced                                                                                                                              | DPO            |
| 1.1            | Updated in line with KCSIE 2020 and COVID-19 (insertion of point 2, insertion of point 17; all other points reviewed, some with minor amendments made). | DPO            |
| 1.2            | Reviewed in line with KCSIE 2021. Minor updates to bullet points 1, 2 and 17. Added Childline information to signature area of agreement.               | DPO            |
| 1.3            | Reviewed in line with KCSIE 2022. New bullets 2 and 6 (old bullet 22 deleted) . Document rebranded.                                                     | DPO            |
| 1.4            | Reviewed in line with KCSIE 2023. New bullets 14 and 17 relating to filming fights and pretending to be someone else online.                            | DPO            |
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