EAST FARLEIGH PRIMARY SCHOOL

ACCEPTABLE USE OF COMPUTERS & INTERNET

Early Years and Key Stage 1
Years R, 1 and 2

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- 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
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online

Key Stage 2
Years 3 - 6

- 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 accidently come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- 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 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 without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- 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 always check before I 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 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, for any reason, 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 will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

Pupil Acceptance

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP). I agree to follow the pupil AUP when:

- I use school systems and devices, both on and offsite
- I use my own devices in school, when allowed, such as mobile phones.
- I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, or using a learning platform or website.

Parent Acceptance

I, with my child, have read and discussed East Farleigh Primary School Pupil Acceptable Use Policy.

- I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
- I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name _____   Signed (if appropriate) _____

Parent's Name _____   Parent's Signature _____

Date _____