

Online Safety Acceptable Use Policy (AUP) for: **KS2 PUPILS**

This agreement will help keep me safe and help me to be fair to others

For my personal safety:

1. **I learn online** – I use the school's internet and devices for learning. School internet and devices are monitored.
2. **I ask permission** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to by an appropriate adult, at the times I am allowed to. I will not access social media sites at school and understand that I should only use social media sites at home with permission from my parents/carers.
3. **I am a responsible user** – I will not alter or try to alter settings on school computers. I will immediately report any damage or faults involving equipment or software, however this may have happened, to a school adult. I will be responsible when I am using online communication (e.g. Fronter) and any messages I send, or information I upload, will always be polite and sensible.
4. **I help protect the security of school systems** - I will not bring USB devices in to school. If I need to bring electronic files (e.g. for home learning) in to school then I will use the "My Learning" folders areas in my year group on Fronter, to store and access the files. The files I upload into "My Learning" will always be appropriate and relate to my learning at school.
5. **I am a friend online** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
6. **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!
7. **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 and has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
8. **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.
9. **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. If I make a mistake, I don't try to hide it but ask for help.
10. **I communicate and collaborate online safely** –only communicating with people I already know and have met in real life or that a trusted adult knows about.
11. **I know new 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.
12. **I check with an adult before I meet an online friend** face to face for the first time, and I never go alone. Remember: Clever Never Goes
13. **I don't do live videos (livestreams) on my own** - I check with a trusted adult before I video chat with anybody for the first time.
14. **I keep my body to myself online** – I never get changed or show what's under my clothes in front of 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 of myself without checking with a trusted adult.
15. **I say no online if I need to** – I don't have to do something just because a friend 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.
16. **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 need to know what I'm doing.
17. **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

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family and friends; I will ask a trusted adult after I turn on my location, and I will remember to turn it off again.

18. ***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).
19. ***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.
20. ***I am not a bully*** – 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.
21. ***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.
22. ***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.
23. ***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, know which sites to trust, and know how to double check information I find.
24. ***I will not bring mobile devices (including Smart watches, tablets and games machines) into school, except my mobile phone if my parents give me permission to do so*** - I understand that if I do choose to bring my mobile phone to school that it must be turned off and handed in to the HST on arrival at school. The mobile phone must remain with the HST until the end of the day. If I am at an after school club, I will collect my phone once the club has finished. I will only switch my mobile phone on once I have left the school grounds. I understand that if I breach the school policy then the phone or device might be confiscated and handed back to my parents/carers.

- **I have read and understood this agreement.**
- **I understand that I am responsible for my actions, both in and out of school.**
- **I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they would involve my membership of the school community (e.g. cyber-bullying, use of images or personal information)**
- **I understand that if I fail to comply with this Acceptable Use Agreement, the school can take action and there might be consequences for my behaviour. This may include loss of access to the school network/internet.**

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

Outside school, my trusted adults are _____

Name: _____

Date: _____