

Date of approval: September 2023

Review date: September 2025

**AUP POLICY  
ACCEPTABLE USE POLICY- PUPIL  
PRIMLEY WOOD PRIMARY SCHOOL**

Pupil Acceptable Use Policy Agreement 2023 - 2025

School Policy Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children have an entitlement to safe access when using the internet.

**Reception, Year 1 and Year 2**

|  |  |
| --- | --- |
| **To stay SAFE online and on my devices, I:** | **✓** |
| 1. I only **USE** devices or apps, sites or games if a trusted adult says so |  |
| 2. I **ASK** for help if I’m stuck or not sure |  |
| 3. I **TELL** a trusted adult if I’m upset, worried, scared or confused |  |
| 4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult |  |
| 5. I look out for my **FRIENDS** and tell someone if they need help |  |
| 6. I **KNOW** people online aren’t always who they say they are |  |
| 7. Anything I do online can be shared and might stay online FOREVER |  |
| 8. I don’t keep **SECRETS** or do **DARES** AND **CHALLENGES** just because someone tells me I have to |  |
| 9. I don’t change **CLOTHES** in front of a camera |  |
| 10. I always check before **SHARING** personal information |  |
| 11. I am **KIND** and polite to everyone |  |

**Class signed: Date:**

**KS2 (Y3-6) Pupil Acceptable Use Policy Agreement 2023 - 2025**

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

1. ***I learn online*** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. 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, at the times I am allowed to.

3. ***I am creative online*** – I don’t just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.

4. ***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.

5. ***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!

6. ***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 add-ons can cost money, so it is important I always check for these too.

7. ***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.

8**. *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.

9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.

10. ***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.

11. ***I check with an adult before I meet an online friend***- face to face for the first time, and I never go alone.

12. ***I don’t do live videos (livestreams) 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.

13. ***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 without checking with a trusted adult.

14. ***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.

15. ***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.

16. ***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.

17. ***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).

18. ***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.

19. ***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.

20. ***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.

21. ***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.

22. ***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.

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school that includes my teachers, teaching assistants and employed staff.

Class Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_