Guston Church of England Primary School

Key Stage 2 Acceptable Use Policy

I understand that the Guston Church of England Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe
- I will behave online the same way as I behave in the classroom.
- 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 will not use abusive language on line in app , gaming platforms or the school website.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know people I talk to on line may not be who they say and will not arrange to meet them in person. I will report any contact from someone who wants to meet to an adult.
- I will not use social media or private email in school.

Learning
- I will treat all school computer equipment with respect. I will log on using my own username and log off all devices after use.
- I will return all laptops to the trolley station so that they are ready for the next user.
- I will not bring personal devices to school without specific permission. Those devices that need to be in school will be stored in the office so they are safe.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher approves for the purpose of set work.
- If I need to learn online at home, I will follow Guston Church of England primary School's rules for using the computer. I will only post kind comments and report any concerns to my parent or carer.

Trust
- I know that not everything or everyone online is honest or truthful.

- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible
- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change settings on a device if a member of staff has asked me to.

Understand
- I understand that the Guston Church of England Primary School internet filter is there to protect me, and I will not try to bypass it.
- I know that all the school devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with an adult.

Tell
- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page or turn off the monitor and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to an adult at home or in school.
- I know it is not my fault if I see or someone sends me something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

- I know anything I do on the computer can be seen by someone else
- I know that if I do not follow the rules:
    - I may not be allowed to use computer equipment
    - My parents will be informed

- I can visit https://www.thinkuknow.co.uk/8_10/ to learn more about being safe online
- I know what the CEOP report button is and can use it

- I have read this with an adult and understand how to use these rules to keep myself safe.

Signed_____