



Acceptable Use Policy (AUP) for KS2 PUPILS

This agreement will help keep me safe and help me to be fair to others – at school and at home

Introduce the pupils to the Children’s Commission Digital 5 A Day
childrenscommissioner.gov.uk/our-work/digital/5-a-day/

1. ***I learn online*** – I can safely use the school’s internet and devices for schoolwork and other activities to learn and have fun. School internet and devices are monitored, including when I’m using them at home.
2. ***I learn even when I can’t go to school because of the coronavirus*** –
I will take part in live lessons and learning set online by my school.
I will only use Microsoft Teams to carry out my live lessons for Home Learning Tasks
I will not use inappropriate language during online lessons, or through the chat feature. I can only use the chat feature if given permission by my teacher
3. ***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.
4. ***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.
5. ***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.
6. ***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.
7. ***I am not a bully*** – I know just calling something ‘banter’ doesn’t make it ok as it could become bullying. I will not post, make or share



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unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

8. ***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!
9. ***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.
10. ***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.
11. ***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.
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 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.
14. ***I never pretend to be someone else online*** – it can be upsetting or even dangerous.
15. ***I check with an adult (parent/carer/guardian) before I meet an online friend*** face to face for the first time, and I never go alone.



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16. ***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.
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 to help.
18. ***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.
19. ***I say 'No' online if I need to*** – I don't have to do something just because a friend/**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 the recommended age*** rating for movies, games and Apps – some games/movies/apps are not suitable for me so I will not use them **they may be scary, violent or unsuitable**.
22. ***I am Private online*** – I do not give out private information online. My parents/carers will help if information needs to be shared. 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 (with appropriate permission), I will remember to turn it off again.



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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). This is my Digital footprint.
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.
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, know which sites to trust, and know how to double check information I find. **If I am not sure I ask a trusted adult.**
28. ***Use of a smart watch with or without a camera-*** I will not wear/bring a smart watch (with or without a camera) to school premises. I understand that taking pictures/recording videos, or voice notes of other pupils and staff is the wrong thing to do. I understand that if I do this my parents will be informed and I am in breach of school policy.

Each pupil to sign against their name on the printed register and this will be handed over to the IT Team.

In doing so they acknowledge the above.