



Rusthall St Paul's CE Primary School Key Stage 2 Acceptable Use of Technology Policy 2022

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I only send messages which are polite and friendly. 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 only post pictures or videos on the internet if they are safe and appropriate, and if I have permission from an adult, and I have permission of the people in the photo or video.
- 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 that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
 - I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
 - 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.

Learning (including remote/online learning)

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home (sometimes called remote/online learning), I understand that:
 - remote learning will only take place using Microsoft 365 and during usual school times.
 - My use of Microsoft 365 is monitored to help keep me safe. If my teacher is recording a session, they will have permission from Mr Tutt or Miss Hayward and my parents/carers. The recording will be kept safely and securely and only seen by Rusthall St Paul's staff.
- Only members of Rusthall St Paul's CE Primary School community can access Microsoft 365.
 - I will only use my school provided email accounts to access remote learning.
 - I will use privacy settings as set up by the school.

- I will not share my login/password with others.
- I will not share any access links to remote learning sessions with others.
- When taking part in remote learning I will behave as I would in the classroom. This includes:
 - Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and those featured.
 - Being polite and friendly at all times.
- When taking part in live sessions I will:
 - Mute my video and microphone. My teacher will control if/when my video and/or microphone are unmuted.
 - Wear appropriate clothing e.g. my school uniform.
 - Ensure backgrounds of videos are neutral and personal information/content is not visible.
 - Use appropriate alternative backgrounds if my teacher gives permission.
 - Attend lessons in a suitable shared/communal space or room and supervised by a parent/carer or another appropriate adult.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various 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 and I will log off when I have finished using a computer or device.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a teacher has asked me to.
- I will use all devices and technology in a sensible way that does not damage equipment, including when moving around school. I will not plug/unplug devices without adult supervision.
- I know that I am not allowed on personal email, social networking sites or instant messaging whilst in school.
- If, for any reason, I need to bring a personal/smart device or mobile phone into school I know that it is to be switched off, handed in to the office and then collected at the end of the school day. I will not use my mobile phone or smart device whilst at school unless I have permission from Miss Sheldrake or Miss Hayward.
- 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 accidentally come across any of these, I should report it to a teacher or adult in school, or a parent or carer at home.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all 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 my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the school rules then:
 - My parents will be informed
 - I may not be allowed access to technology and the internet in the future
 - I may lose some of my playtime

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page, turn off the monitor (if able) and tell an adult straight away.
- I will always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened, whether at school or home.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher, parent/carers or trusted adult immediately.
- 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.
- 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.

Rusthall St Paul's CE Primary School Acceptable Use of Technology Policy – Pupil Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP) and remote learning AUP.

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I use my own devices in school when allowed, including mobile phones, smart technology, gaming devices, and cameras.
3. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....