



The Craylands School

Craylands Lane, Swanscombe, Kent, DA10 0LP

Tel: 01322 388230

Fax 01322 388231

admin@craylands.kent.sch.uk

Headteacher: Mr K Hiscock

Acceptable Use Policy KS2

- 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 my school computers for school work unless I have permission otherwise
- I know that not everything or everyone online is honest or truthful and 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, image or text I use
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission
- I will only change the settings on the computer if a teacher/technician has allowed me to
- 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 know that my use of school devices/computers and Internet access will be monitored
- I know that if I do not follow the rules then my parents will be spoken to I may be suspended from using school computers.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page or turn off the screen and tell an adult straight away.
- I have read and talked about these rules with my parents/carers



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Acceptable Use Policy KS1

Please read this with your child, sign and return to school

- I only use the internet when an adult is with me
- I only click on links and buttons when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I know that if I do not follow the rules then my parents will be spoken to and I may be suspended from using school computers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I have read and talked about these rules with my parents/carers



Please read, sign and return

- I have read and discussed the Acceptable Use Policy (attached) with my child
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child’s safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school Online Designated Safeguarding Lead (**Mr Hiscock**), the DSL (Mrs Cox) my child’s teacher or the Head Teacher if I have any concerns about online safety (e-Safety).
- I will visit the school website (<http://www.craylands.kent.sch.uk/e-safety-2/>) for more information about the school’s approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home
 - I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online
 - I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

I have read the Parent Acceptable Use Policy and shared the Pupil Acceptable Use Policy with my child.

Child’s Name..... Class.....

Parents Name.....Parents Signature.....

Date.....

