Early Years and Key Stage 1 (0-6) Acceptable Use policy

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

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets including when I am at home.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - *My parents/carers will be spoken to*
  - *I may not be allowed to use the computer*
  - *I may be put on the red face/receive a red card for not following instructions*

I should read and talk about these rules with my parents/carers.

Key Stage 2 (7-11) Acceptable Use policy

I understand that the 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 only send messages which are polite and friendly.
- 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 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.

Learning
- I will only search what I am being asked to search for when online.
- I ask my teacher before using my own personal devices at school.
- 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, I will follow the school remote learning AUP.

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 the settings on a device if a member of staff has allowed me to.

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/setting rules then:
  o My parents/carers may be spoken to
  o I may receive a warning or consequence card depending on the severity of the rule breaking
  o I may not be able to use online technology for the remainder of the lesson

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- 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 should read and talk about these rules with my parents/carers.

The Craylands School

The Craylands School Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed The Craylands School learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.

3. I am aware that any use of school devices and systems may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

4. I am aware that the school mobile technology policy states that my child cannot use personal device and mobile technology on site. Mobile phones MUST be handed into the school office before children go to school and after they have been released by their teacher at the end of the day.

5. I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.

6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.

7. I with my child, am aware of the importance of safe online behaviour 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.

8. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.

9. I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

11. I will support the school online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

The Craylands School Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using **Class Dojo**
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using **Class Dojo** and during usual **school** times.
  - My use of **Class Dojo** is monitored to help keep me safe

1. Only members of The Craylands School community can access **Class Dojo**.
   - I will only use my login 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.

2. 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/or those featured.**

3. When uploading any videos I will:
   - wear appropriate clothing and be in a suitable location.
   - ensure backgrounds of videos are neutral and personal information/content is not visible.
   - Use appropriate language
   - Let me parents/carers know first

4. If I am concerned about anything that takes place during remote learning, I will:
   - **report concerns to my teacher**
   - **Let my parents/carers know so that they can contact the school**

5. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
   - **restricting/removing access**
   - **informing parents/carers**
   - **contacting police if a criminal offence has been committed.**

I should read and talk about these rules with my parents/carers.