

ST LAWRENCE CE PRIMARY SCHOOL, LECHLADE

online-safety Acceptable Usage Policy KS2 Children – Linked to 360Safe AUP Guidelines

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. A copy of this will also be sent home to your parents.

If you have any questions, please ask your teacher or Mr Palmer.

- At all times, I will think before I click (especially when deleting or printing)
- When using the internet, I will think about the websites I am accessing
- If I find a website or image that is inappropriate, I will tell my teacher straight away
- When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site
- When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people
- When communicating online, I will only use my first name and not share personal details such as my email address or phone number
- I understand that people online might not be who they say they are
- I will not look at other people's files or documents without their permission
- I will not logon using another person's account without their permission
- I will think before deleting files
- I will think before I print
- I know that the teachers can, and will, check the files and websites I have used
- I will take care when using the computers and transporting equipment around
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers
- I will not install any software or hardware (including memory sticks) without permission from a teacher
- I understand that if I am acting inappropriately then my parents may be informed

**St Lawrence CE Primary School
e-Safety Rules**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. 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 the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to your class teacher

Acceptable Usage Policy KS1 Children – Linked to 360Safe AUP Guidelines

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, netbooks and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.

If you have any questions, please ask your teacher or Mr Smith.

The Golden Rule: **Think before you click**

- 😊 I will be careful when going on the internet.
- 😊 I will only use the internet when a teacher is with me.
- 😊 I will tell a teacher if I see something that upsets me.
- 😊 I know people online might not be who they say they are.
- 😊 I will be polite when talking to people or writing online.
- 😊 I will think before I print or delete.
- 😊 I will be careful when using or carrying equipment.
- 😊 I will keep my password secret, but I can tell my family.
- 😊 Remember to log off properly before closing the lid of the netbooks.
- 😞 I won't tell anyone any personal details like my phone number or last name.
- 😞 I won't logon using someone else's username.
- 😞 Never put water bottles on the table when using ICT.

Procedures for Policy Monitoring and Evaluation

The School Governors will review the policy every two years, looking especially at recent official documentation, research and comments from parents and guardians. The teaching programme will be reviewed regularly by the Headteacher and Staff.

Church School Distinctiveness

St Lawrence Primary School is a Church of England School proud of its strong distinctive Christian tradition. Therefore we endeavour to embed the Christian distinctiveness and biblical teachings into our policies, day to day values and everyday practice.

Approved by the Teaching & Learning committee of the governing body April 2018