

Acceptable Use Policy (AUP) for **KS2 PUPILS**

The following policy must be shared and verbally agreed upon by all Key Stage Two classes.

These statements can keep me and others safe & happy at school and home:

1. ***I learn online*** – I use the school's internet, devices and logins for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.
2. ***I learn even when I can't go to school because of coronavirus*** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom. If I get asked or told to do anything that I would find strange in school, I will tell another teacher. If in a video call, I make sure an adult can hear or see me during the call and that I am not wearing headphones. My microphone should be on mute unless I have been given permission to speak.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
5. ***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!
6. ***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 app add-ons can cost money, so it is important I always check.
7. ***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.
8. ***I know it's not my fault if I see or if someone sends me something bad*** – I won't get in trouble, but I must not then share it with my friends. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. ***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.
10. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
11. ***I don't do live videos (live streams) 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.

12. ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with 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.
13. ***I say no online if I need to*** – I don't have to do something just because 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.
14. ***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.
15. ***I follow age rules*** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
16. ***I am private online*** – I only give out private information if a trusted adult says it's okay. 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, I will remember to turn it off again.
17. ***I am careful about what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even if I delete it).
18. ***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.
19. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
20. ***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.
21. ***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.