

# Woodlands Federation Acceptable use policy for KS2 Children



- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has
- I use my school computers only for school work
- If I bring my own personal devices/mobile phone to school, I will hand it in to the class teacher during morning registration. It will be returned to me at the end of the day. The school takes no responsibility for the safety of items brought into school and are not liable for loss or damage.
- In an emergency, I will ask my teacher before using my own personal devices/mobile phone and do so with an adult present.
- 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 only talk with and open messages from people I know and I only click on links if I know they are safe
- 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 or I know to be wrong
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will treat my passwords like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished.
- I will not access or change other people's files or information
- I will only post pictures or videos on the Internet if they have been approved by my teacher
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- 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 computers and Internet access will be monitored and I will always log on using my individual login details
- I will only use tablets at school when an adult is present to supervise
- I will not save anything on the 'Pupil Shared' area of the school network that is unrelated to learning or I have not been asked to save.
- I know that if I do not follow the rules then there will be consequences in line with the seriousness of my actions.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will close the lap top lid or on a PC, minimise the page or turn off the screen and tell an adult straight away, who will help me to fill out an Online Safety Incident Form if appropriate.
- I have read and talked about these rules with my parents/carers
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Class \_\_\_\_\_

