



St Nicolas and St Mary CE Primary School
Acceptable Use Policy for KSI Pupils

*Journey together,
 guided by God,
 to do the best we can.*

Based on WSCC Model Policy written September 2010
 Adopted: October 2010, reviewed September 2017, September 2018, October 2019, March 2020
 Next Review Date: March 2021

Use of the internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. Pupils accessing the internet will be supervised by an adult at all times. School staff will show pupils how to access the internet and use IT equipment. Pupils will only be allowed to use the internet once they have been taught the Rules for Responsible Internet Use and the reasons for these rules. Staff will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

This policy and is supported by the delivery of the Knowsley City Learning Centre Digital Citizenship and Technology Scheme in school shown below. Teachers will sign off each section once it has been completed.

Year 1 – Spinner Dolphin

Autumn	<i>Rules for Responsible Internet Use in School (as per this policy)</i>	Completed on:	Signed:
Autumn	<i>Video & Class Discussion</i>	Completed on:	Signed:
Spring	<i>Who do you Trust?</i>	Completed on:	Signed:
Summer	<i>Sending emails and messages</i>	Completed on:	Signed:

Year 1 – Dusky Dolphin

Autumn	<i>Rules for Responsible Internet Use in School (as per this policy)</i>	Completed on:	Signed:
Autumn	<i>Video & Class Discussion</i>	Completed on:	Signed:
Spring	<i>Who do you Trust?</i>	Completed on:	Signed:
Summer	<i>Sending emails and messages</i>	Completed on:	Signed:

Year 2 – Puffin

Autumn	<i>Rules for Responsible Internet Use in School (as per this policy)</i>	Completed on:	Signed:
Autumn	<i>Video & Class Discussion</i>	Completed on:	Signed:
Spring	<i>Introducing online life and what it is</i>	Completed on:	Signed:
Summer	<i>What is Cyber-bullying</i>	Completed on:	Signed:

Year 2 – Penguin

Autumn	<i>Rules for Responsible Internet Use in School (as per this policy)</i>	Completed on:	Signed:
Autumn	<i>Video & Class Discussion</i>	Completed on:	Signed:
Spring	<i>Introducing online life and what it is</i>	Completed on:	Signed:
Summer	<i>What is Cyber-bullying</i>	Completed on:	Signed:

Teachers present the following school rules about using the internet and IT equipment to the class so that all pupils know:

- to follow the school rules when using the school IT equipment, including PCs, laptops, tablets, e-Readers, phones, and use the network in a sensible way and follow all the rules explained by the teacher.
- to report anyone not using the IT equipment sensibly to the teacher.
- to tell the teacher or another member of staff if they see any websites that that make them feel unhappy or uncomfortable.
- if they do not follow the rules, they might not be allowed to use the IT equipment or may only be allowed to use the IT equipment if they are closely watched.

Rules for Responsible Internet Use in School	
1	I must not share my name, date of birth, where I live, where I go to school or my telephone number online.
2	I must not share anyone else's personal information online. If I am worried about something that I have shared or has been shared about me I will tell an adult that I trust.
3	I must be kind and nice when I write anything online so that I don't upset anyone. I must only use polite language.
4	I will tell a member of staff straight away if I am sent any messages or see any websites that make me feel uncomfortable, worried, scared or upset.
5	I will not deliberately search for upsetting or scary websites or images online.
6	If I accidentally find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils.
7	I will remember that I can't always believe everything that I see online and that even photos can be fake! A member of staff will suggest websites that I can trust
9	I know that a member of school staff will regularly check what I have done in school.
10	I know that if my teacher thinks I may have been breaking the rules they will check what I have been doing.
11	I must not tell my username and passwords to anyone else but my parents and teachers. I must never write them down or tell any of my friends. If I think someone has found out my password I will ask a member of staff to help me change it.
12	I must never use other people's usernames and passwords or IT equipment left logged in by them.
13	I must log off after I have finished with the IT equipment.
14	I must not use the IT equipment in any way that stops other people using it and make sure I share the equipment sensibly.
15	I will not try to damage any IT equipment or the work of another person created on IT equipment.
16	I will not download any applications to the school's computers from the Internet or bring any applications in on portable media from home for use in school.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using IT equipment with another person's username and password.
- Creating or sending messages online that might upset other people.
- Looking at, or changing work that belongs to other people.
- Wasting time or resources on school IT equipment.

Are you e-safe out of school?

- Always ask your mum, dad or the grown up looking after you if you can go on the internet e.g. to look at a website or app, to play a game, to look at messages and email. This might be on a phone, tablet or computer.
- If you are gaming online, sending a message or using instant messengers or talking through an app or website you should use a nickname instead of your real name.
- The internet is just like the real world – nice people use the internet, but some nasty people do too.
- Never tell anyone who you don't know in real life your address, your name, your phone number or which school you go to, or send any pictures or videos, they might not be who they say they are and you don't want a stranger to have information and photos about you or your family and friends.
- If someone that you don't know tries to talk to you, or are saying things that make you feel worried, scared or upset when you are online, tell a grown up as they will be able to help you.
- Some people on the internet, e.g. on the same game as you, may not be who they say they are so it's best to only speak to the people you know in real life, like a friend from school.
- If someone that you don't know tries to talk to you, or are saying things that make you feel worried, scared or upset when you are online, tell a grown up as they will be able to help you.
- Always delete emails from people you don't know. They might be nasty or have a virus which can stop your computer working.

Worried about something?

Whatever has happened get help by telling an adult you trust, like a teacher or family member