**St Nicolas and St Mary CE Primary School**
# Acceptable Use Policy for KS2 Pupils

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

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

### Year 3 – Seal
| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | Completed on: ……….. Signed: …………………… |
| Summer | Friend or foe? | Completed on: ……….. Signed: …………………… |

### Year 3 – Sea Lion
| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | Completed on: ……….. Signed: …………………… |
| Summer | Friend or foe? | Completed on: ……….. Signed: …………………… |

### Year 4 – Sea Otter
| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Passwords and security | Completed on: ……….. Signed: …………………… |

### Year 4 – Seahorse
| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Passwords and security | Completed on: ……….. Signed: …………………… |

### Year 5 – Terrapin

| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Autumn | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Spring | Friend or foe? | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | Completed on: ……….. Signed: …………………… |

### Year 5 – Turtle

| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Autumn | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Spring | Friend or foe? | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | Completed on: ……….. Signed: …………………… |

### Year 6 – Oyster

| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | Completed on: ……….. Signed: …………………… |

### Year 6 – Coral

| | | |
|---|---|---|
| Autumn | Rules for Responsible Internet Use in School (as per this policy) | |
| | | Completed on: ……….. Signed: …………………… |
| Autumn | Video & class discussion | Completed on: ……….. Signed: …………………… |
| Spring | Communicating online, images and social networking | |
| | | Completed on: ……….. Signed: …………………… |
| Spring | Cyber-bullying and report abuse | Completed on: ……….. Signed: …………………… |
| Summer | Copy right, what is it? | Completed on: ……….. Signed: …………………… |
| Summer | Gaming and collaboration | 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, eReaders, 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 |
| 8 | I know that my school e-mail is not private. |
| 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 esafe out of school?**

- Never use the internet to arrange to meet someone you don't know.

- Never share your name, date of birth, where you live, where you go to school or your telephone number on any website, online game, chat room, email or social media site.

- Never share anyone else's personal information online either. If you are worried that someone else has done this to you, ask an adult that you trust to help.

- Worried about something you've shared online or sent to someone? Ask an adult you trust for help.

- 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.

- Some people on the internet may not be who they say they are, so it's best to only speak to, message or game with people you know in real life, like family and friends from school.

- If someone you don't know in real life asks you to join them on another game, app or website, or to meet them in the real world don't reply and tell an adult you trust.

- Think before you share: who might see your comments, photo, video? You don't want strangers or people who aren't your friend to have pictures or videos of you or your family and friends.

- Don't reply if you are sent any messages that make you feel uncomfortable, worried, scared or upset. Tell an adult that you trust straight away. Someone who is being mean can be blocked and they can also be reported to the website or app.

- All social media sites have age restrictions, are you old enough to use it?

- Take control of who sees your stuff: ask an adult to help you change the Privacy Settings on your accounts.

- Make sure apps, games and websites don't tell other people your location. Ask an adult to help you switch off the location setting on your phone, tablet or computer.


*Worried about something?*
*Whatever has happened get help by telling an adult you trust, like a teacher or family member*