



Barton CE (VA) Primary School

Key Stage 2

Acceptable Use Policy / Agreement

Author	e-Safety Co-ordinator
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Agreed and Signed by Headteacher	<i>Julie Martin</i>
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Agreed and Signed by Chair of Governors	<i>Caroline Parsons</i>
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Sample Policy Template supplied by:



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Barton Church of England (VA) Primary School	Page 1 of 3
Reviewed by Standards – Summer 2024	KS2 Acceptable Use Policy

My Online Safety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not look at other people's files.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school. If I am unsure about an attachment, I will ask an adult for help.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- I will not deliberately look for, save or send anything that someone could find unpleasant or upsetting. If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts anything upsetting, unpleasant or nasty, about me or anything that makes me feel unsafe, I will not reply. I will tell my teacher, my parent/carer or another trusted adult immediately.
- I will not give out my own or other people's personal information such as name, phone number, home address, interests, schools or clubs. If I have to use a name online, I will use an anonymous nickname. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are, and some people are not safe to be in contact with. I will not arrange to meet someone I

only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.

- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.

- I understand that personal devices such as mobile phones and apple watches are not allowed to be used during the school day. I will not bring in a device unless I have gained permission first. I understand that devices should be handed into the school office for safe keeping.

- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.

- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may:
 - Speak to me about my behaviour
 - Speak to my parents/carers about my use of technology
 - Remove me from online communities or groups
 - Not allow me to use laptops/computers or other mobile devices to access the internet, school computer network or particular programmes and apps.
 - Take any other action necessary to keep me and others safe.

Agreement

I am signing below to show that I understand and will try to abide by these rules.

Pupils Name	
Signed	
Date	