Oriel Academy West London

Acceptable Use Policy (AUP) for KS2 PUPILS

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

1. ***I learn online*** – I use the school's internet, devices and logons for school work, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home. When e-mailing in school, I will only use my class or school e-mail address.
2. ***I behave the same way on devices as face to face in the classroom, and so do my teachers*** – If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
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 creative online*** – As well as looking at things from other people on apps, sites and games, I also get creative to learn and make things, and I remember my Digital 5 A Day.
5. ***I am a good 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.
6. ***I am not a bully*** – I know just calling something banter doesn't make it ok as it could become bullying. 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.
7. ***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!
8. ***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.
9. ***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.
10. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
11. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
12. ***I know 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.
13. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
14. ***I never pretend to be someone else online*** – it can be upsetting or even dangerous.

15. ***I don't do live videos (livestreams) 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.
16. ***I don't take photos or videos or people without them knowing or agreeing to it*** – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.
17. ***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.
18. ***I say no when I am 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.
19. ***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.
20. ***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 or skilful but are very unsuitable.
21. ***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.
22. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
23. ***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.
24. ***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.
25. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
26. ***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.
27. ***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.

My Online Safety Rules (KS2)

Being Safe

- I will follow the school rules: I will use school devices and the internet only when I am allowed and for schoolwork.
- I keep passwords safe: I will never share my passwords and will tell a teacher if someone else finds them out.
- I use my school email address for schoolwork only
- I check before I click: I will not click on strange links that I do not know, or pop-ups without checking with a teacher, or parent/carer, nor download things without permission.
- I respect age limits: I will not use 13+ games or apps, as they are not safe for me.
- I protect my identity: I will not share private details like my address or phone number.
- I can 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 will say no, stop chatting and tell a trusted adult immediately.
- I am a safe researcher: I use safe search tools approved by my trusted adults. I know I can't believe everything I see, and I know which sites to trust, and how to double check information I come across.
- I don't livestream on my own: I check with a trusted adult before I video chat with anybody for the first time.
- I do not use my mobile phone or smart watch in school.

Being Kind

- I am a good friend and ally: I will not post or share unkind, rude, or hurtful messages, images, or videos. If a friend is worried or needs help, I remind them to talk to an adult, report it, or even do it for them.
- I know what 'banter' means: I know that calling someone names is not 'fun' or 'banter'—it can hurt people.
- I don't take secret photos or videos: I will not take pictures or videos of others without their permission. I will never create fake images, videos, or 'deepfakes' of anyone.
- I respect work: I only use other people's work (pictures or words) if I have permission.

Using Technology Responsibly

- I check with an adult: 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. I will talk to a trusted adult before chatting with anyone new, even if they claim to be a friend or are a 'chatbot'.
- I know my body is mine: I will not send photos or videos of myself or get changed in front of a camera. If I feel uncomfortable, I will stop and tell a trusted adult.
- I don't pretend to be someone else: I am always honest about who I am online.
- I am careful what I share and protect my online reputation: I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

What to do if something goes wrong

- It's not my fault: If I see something bad online or receive an unkind message, it is not my fault. I will not get in trouble for telling an adult.
- I tell someone: If I see or experience something that makes me feel worried, upset, or confused, I will stop what I am doing and tell a trusted adult straight away.

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I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult: at school.

Outside school, my trusted adults are_____

I know I can also get in touch with Childline

Signed: _____ **Date:** _____

For parents/carers

To find out more about online safety, you can read Oriel's full Online Safety Policy available on the school website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). You can find support and online safety resources for parents at parentsafe.lgfl.net