Wentworth Primary School

Acceptable Use of IT - Pupils

Date of Policy: December 2017

Date of ratification by Governors:
Reviewed December 2018

Reviewed: Autumn 2019
Date of next review: Autumn 2021

Achieving Happily

Children Acceptable Use Policy

The contents of this policy are covered in the school curriculum. It is important that you also read this policy at home with your child. If you have any questions, please speak to your class teacher or Mr Pollock.

Early Years and Key Stage 1 (0-6)

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk with an adult to learn more about keeping safe online

(See appendix for summary poster)

Key Stage 2 (7-11)

Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe 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

Trust

- 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 always credit the person or source that created any work, image or text I use

Responsible

- I will only use a computer or tablet when I have permission from an adult and they are in the room
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I will not bring any of my own devices to school
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information

- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I understand that if I do not act responsibly online, I may not be allowed to use the internet at school

Tell

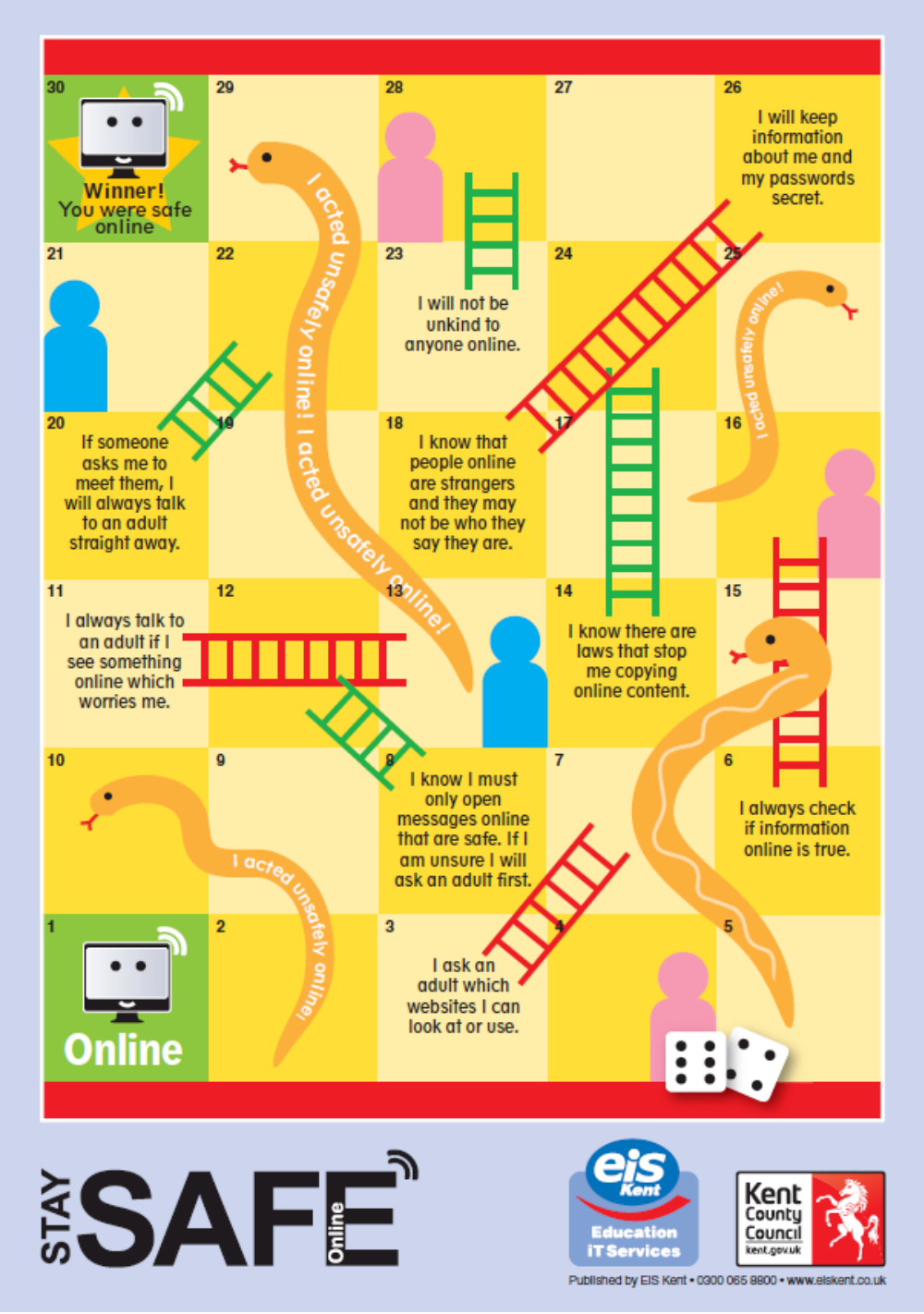
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away. If I am using a tablet, I will set it to sleep and tell an adult

(See appendix for summary poster)

Appendix

Early Years and KS1 Acceptable Use Poster

KS2 Acceptable Use Poster



Letters and consent

Dear Wentworth families,

Children have been learning about how to use technology responsibly, and how to stay safe online in assemblies, and also alongside their daily use of technology in school. All pupils at our school use computer facilities including internet access as an essential part of learning and fun in today's modern British Society. You will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines, social media and educational websites
- School learning platform/intranet
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones
- Mobile Phones and Smartphones

At Wentworth Primary School we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However we also recognise there are potential risks involved when using online technology. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Wentworth Primary School we want to ensure that all members of our community are safe and responsible uses of technology. We will support you to:

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

We request that you and your family read the school Pupil Acceptable Use Policy and discuss it with your child www.wentworthonline.co.uk. Should you have any worries about online safety then you can speak with your teacher at school, or also visit websites such as www.thinkuknow.co.uk and www.childline.org.uk We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely,

Headteacher