



Acceptable Use Policy (AUP) for KS2 Pupils

1. ***I learn online*** – I use the school’s internet, devices and logins 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.
2. ***I learn even when I can’t go to school because of coronavirus*** – I don’t behave differently when I’m learning at home, so I don’t say or do things I wouldn’t do in the classroom or to teachers. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. ***I use video conferencing (Microsoft Teams and Zoom) correctly*** – I mute myself when I enter and I can have my camera turned off. I don’t change my background, apart from adding blurring if I want to. I will try not to be in my bedroom, but if I am, then I will try my best to blur my background. I will click the ‘Raise Hand’ button if I would like to speak, or actually raise my hand on screen. I won’t use the Chat box unless my teacher asks me to (or if my microphone isn’t working). I won’t take screenshots or photos of our zoom sessions – my friends might not have given permission and it is confidential. I won’t pull faces, make gestures or show objects on camera (without checking with my teacher first). I will remember that everyone can see me at all times. I will only use my name as my screen name.
4. ***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.
5. ***I am creative online*** – I don’t just spend time on apps, sites and games looking at things from other people. I get creative in order to learn and make things and I remember my [Digital 5 A Day](#).
6. ***I am a 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.
7. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds 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 won’t try to hide it but will ask for help.
11. ***I communicate and collaborate online*** – with people I already know and have met in real life and that a trusted adult knows about.
12. ***I know that new 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 for the first time*** – I never go alone.

14. ***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.
15. ***I keep my body to myself online*** – I never get changes 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 photos or videos without checking with a trusted adult first.
16. ***I 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 it a secret. If I get asked anything that makes me worried, upset or confused, I should say NO, stop chatting and tell a trusted adult immediately.
17. ***I tell my parents and 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.
18. ***I follow the 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.
19. ***I am private online*** – I only give out private information if a trusted adult says its okay. This might be my address, phone number, location or anything else what could identify me, my family and friends. If I turn on my location, I will remember to turn it off again.
20. ***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 'disappearing messages' or if I delete them).
21. ***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.
22. ***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.
23. ***I am a part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone else doing this, I will tell a trusted adult and/or report it.
24. ***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.
25. ***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.



Parents/Carers

You can find support and online safety resources on our website and [Safer internet I am a parent/carer](#).