

Acceptable Use of Computers by Pupils (AUP) in School & in the Community (Early Years & KS1)

The Internet offers both educational and social opportunities for us all. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet. The Internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites and to maintain a balance between the use of technology and other activities.

Our Online Safety Rules

- I only use the internet when an adult is with me and I have been given permission
- I only click on links and buttons when I know what they do
- I will only use websites that an adult has chosen
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I will never give out personal information or usernames and passwords
- I will never arrange to meet anyone I have only communicated with online or I don't know
- I know the school can see what I am doing online
- I only use software and applications on school laptops and iPads that my teacher has asked me to use
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I will either close the laptop lid or turn over the iPad if I see anything I am uncomfortable with
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online
- I have read and talked about these rules with my parents/carers.

Home Learning - Google for Education/Google Classroom

When using Google for Education/G-Suite and Google Classroom. I will also additionally agree to the following: Safety/Personal Information:

- I will use a safe Google login password that I will only share with my parents and do not share with anyone else .
- I will ensure that I always log out of my Google account on any computer that I use.

Conduct

- I will communicate as I would in the real classroom showing respect to others. Specific G-Suite App use I may only use the following apps (unless instructed to use others):
 - Google Drive – My Drive only. ● Google Calendar ● Google Docs, Slides, Sheets and Forms.
- I will always tell a responsible adult if I feel in any way threatened, unsafe or uncomfortable.

Parent/Carer AUP Acknowledgement

Colliers Green C of E VA Primary School Learner Acceptable Use of Technology Policy Acknowledgment

I, with my child, have read and discussed Colliers Green Primary School learner acceptable use of technology policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the school.

1. I am aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both my child and the school systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
2. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
3. I, with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
4. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
5. I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
6. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
7. I will support the school online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

This can be 'signed' remotely by following [this link](#)

Child's Name..... Child's Signature

Class..... Date.....

Parents Name.....

Parents Signature..... Date.....