



Appendix 1: Acceptable Use Agreement – Foundation Stage and Key Stage One

My name is _____

The internet is a very useful tool. Staying safe online is important. It is also important to do other things too. Take a look at the Digital 5 A Day, to ensure you have a balanced 'diet' with technology.

(<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>).



Please read and discuss these online safety rules with your child and return the slip at the bottom of this page.

To stay **SAFE** online and on my devices, I have read and agree to follow the Digital 5 A Day and:

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **WILL** ask a teacher/another adult if I am unsure of something
3. I **ASK** for help if I'm stuck or not sure
4. I **TELL** a trusted adult if I'm upset, worried, scared or confused
5. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
6. I look out for my **FRIENDS** and tell someone if they need help
7. I **KNOW** people online aren't always who they say they are
8. Anything I do online can be shared and might stay online **FOREVER**
9. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
10. I don't change **CLOTHES** or get undressed in front of a camera
11. I always check before **SHARING** personal information



12. I am **KIND** and polite to everyone
13. I will take care **of** the computer and other equipment

I understand that my child needs a safe and appropriate place to do remote learning if school or bubbles are closed. When attending live lessons with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. I acknowledge and accept that live sessions may be recorded so that children can review the learning.

My trusted adults are: _____ at school and _____ at home

For parents/carers

To find out more about online safety, you can read Prince of Wales full Online Safety Policy) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). Furthermore, you can also find support and online safety resources at parentsafe.lgfl.net.



Acceptable Use Agreement – Key Stage Two

Introduction

My name is _____

The internet is a very useful tool. Staying safe online is important. It is also important to do other things too. Take a look at the Digital 5 A Day, to ensure you have a balanced 'diet' with technology.

(<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>).



Keeping myself and others safe and happy at school and home

1. **I learn online** – I use the school's internet, devices and logons for schoolwork, 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 nor do teachers or tutors. 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** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
5. **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.
6. **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!
7. **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.



8. **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.
9. **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.
10. **I communicate and collaborate online** – with people I already know and have met in real life or that a trusted adult knows about.
11. **I know 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.
12. **I check with a parent/carer before I meet an online friend** the first time; I never go alone.
13. **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.
14. **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.
15. **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 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.
16. **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.
17. **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 skills but very unsuitable.
18. **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.
19. **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).
20. **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.
21. **I am kind** – 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.
22. **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.



23. **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 license.
24. **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.
25. I understand that I need a safe and appropriate place to do remote learning if school or bubbles are closed (similar to regular online homework). When attending live lessons with school, it would be better not to be in a bedroom but where this is unavoidable, I will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. No saved backgrounds are to be used during live lessons.
26. I acknowledge and accept that live sessions may be recorded so that children can review the learning

~~~~~ I have read and understood this agreement ~~~~~

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

\_\_\_\_\_ outside school, my trusted adults

are \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### For parents/carers

If your parents/carers want to find out more, they can read Prince of Wales Primary School School's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.



## Acceptable Use Agreement – Parents

### **Background**

We ask all children, young people and adults involved in the life of Prince of Wales Primary School to be aware of what is expected of them in the Acceptable Use Agreement (AUA) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). Due to the potential risk we will not be asking you to sign it.

Your child has also signed a remote learning agreement which is stored in their school file.

We tell your children that **they should not behave any differently when they are out of school or using their own device or home network**. What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school:

**"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."**

### **How and where can I find out more information?**

You can read Prince of Wales Primary School School's full Online Safety Policy (XXX link to policy) For more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to:

- Ms Paddon (Assistant Head teacher and Designated Safeguarding Lead)
- Mr Bless, Miss Clarke, Mrs Rees or Mrs Dunlea (Deputy Designated Safeguarding Lead)
- Mr Taylor (IT Coordinator and Online Safety Lead)

### **What am I agreeing to here?**

1. I understand that Prince of Wales Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school, **including during any remote learning periods**.
4. I understand that live sessions may be recorded and kept up to 21 days so that children can review the learning.
5. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments



about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

6. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.