

Acceptable Use Policy for Key Stage One

Code of Conduct

I understand that for Malden Parochial School to keep me safe and happy online at home and at school, I must use technology and school systems in a responsible way.

Live lessons

- To be ready to start any live Google Meet session I must:
 - o Be fully and appropriately clothed
 - o Be in a family area (not a bedroom)
 - o Have the microphone off and the video on unless told otherwise by the teacher
 - o Be the person attending the live lesson; no one else can attend using my name
- I understand I must not record the lessons. This includes:
 - * filming lessons or screen shots of what can be seen on the screen
 - * videos, video links or teachers' work
- Parents/carers should not be visible on the screens, in the background or communicating with their child or the teacher in any way.

Learning in school and remotely from home

- I will ask a teacher or responsible adult if I want to use the computers/tablets.
- I will only use the internet when a teacher or responsible adult is with me.
- I will only click on links and buttons online when I know what they do and what to expect.
- I will keep my personal information and passwords safe.
- I will only send messages online which are polite and friendly.
- I realise the school can see what I am doing online when I use school computers and tablets, including when I am at home.

I know how to be Tech Smart

- I will always tell a teacher or suitable adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk and www.childnet.com/young-people/primary to learn more about keeping safe online.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher or another responsible adult.

- I know that if I do not follow the rules I might not be allowed to use a computer or tablet.
- I have read and talked about these rules with my teacher and parer

Signed (child):

Signed (parent/carer):

