

Acceptable Use Policy for Key Stage Two

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 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 understand that school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will always ask permission from a responsible adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote learning guidelines. (to be found on the school website)
- I know that I am not allowed to use my personal email, social networking sites or instant messaging when I am in school.
- I will only send messages which are polite and friendly on my email and Google Classroom accounts.
- I will only post pictures or videos on Google Classroom if they are safe and appropriate, and if I have permission.
- I will only open email messages to chat with from people I know.
- I know that not everything or everyone online is honest or truthful.

- When I am using the internet to find information, I will take care to check that the information that I access is accurate as I understand that the work of others may not be truthful. I will check the content using a range of sources such as other websites, books or by discussion with a trusted adult.
- I will always check I have permission to use the original work of others in my own work.

Responsible

- I will keep my personal information safe and private online.
- I will keep my passwords safe and secure and I will not share them.
- I will not disclose or share personal information about myself or others when online.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adult/s.

School equipment and Internet access

- I understand that the school internet filter is there to protect me and I will not try to bypass it.
- I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parent/carer.
- I can visit www.thinkuknow.co.uk and www.childnet.com/young-people/primary to learn more about being safe online.
- I understand that if I fail to comply with the Acceptable Use of Technology Policy I will be subject to sanctions.

Be Tech Smart

- If I see anything online that I should not or that makes me feel worried, frightened or upset, I will minimise the page, shut the laptop lid or turn off the screen and tell a responsible adult straight away.

- I will tell a teacher or other responsible adult if someone online makes me feel uncomfortable, worried or frightened when I am online using games or other websites or apps.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher or other adult.

Signed (child):

Signed (parent/carer):

