# Pupil Acceptable Use of Technology

## Early Years and Key Stage 1

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I use the iPads for what I have been asked and I use my allocated iPad
- I always tell an adult if something online makes me feel unhappy or worried
- I have read and talked about these rules with my parents/carers

## Key Stage 2

**Safe**

- I send messages which are polite and friendly
- I post pictures or videos on the internet if they are appropriate, and if I have permission
- I talk with and open messages from people I know, and I only click on links if I know they are safe
- I talk to an adult if somebody says something that makes me feel uncomfortable online

**Trust**

- I will check content on other sources like other websites, books or with a trusted adult
- I credit the person or source that created any work, image or text I use

**Responsible**

- I always ask permission from an adult before using the internet
- I only use websites that my teacher has recommended and I use SafeSearch as a search engine.
- I use the iPads for what I have been asked and I use my allocated iPad
- I use school computers for school work, unless I have permission otherwise
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- If I am in Year 6 and bring my phone to school, I will keep it turned off when I am in school, unless an adult has given me permission to turn it on
- I will only change the settings on the computer if a teacher has allowed me to

**Understand**

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online

**Tell**

- If I am aware of anyone being unsafe with technology, I will report it to a teacher or other adult
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will tell an adult straight away.

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### Claremont Acceptable Use of Technology Policy – Pupil Agreement

I, with my parents/carers, have read and understood the Claremont Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when

1. I use Claremont systems and devices, both on and offsite

2. I use my own equipment outside school, in a way that is related to me being a member of the Claremont community, including communicating with other members of the school.

Name…………………… Signed……………………. Class………………………… Date……………………

Pupils in KS2 should sign this agreement themselves; parents of children in KS1 may sign it on their behalf once the information has been discussed.

# Parent / Carer Acceptable Use of Technology

1. I, with my child, have read and discussed Claremont's pupil 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.

2. 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.

3. 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.

4. I will support school safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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. I know that I can speak to the Designated Safeguarding Lead (Jenny James), my child's teacher or the headteacher if I have any concerns about online safety.

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Child's Name…………………………….

Class……………………… Date……………………

Parents Name…………………………………………….................................

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