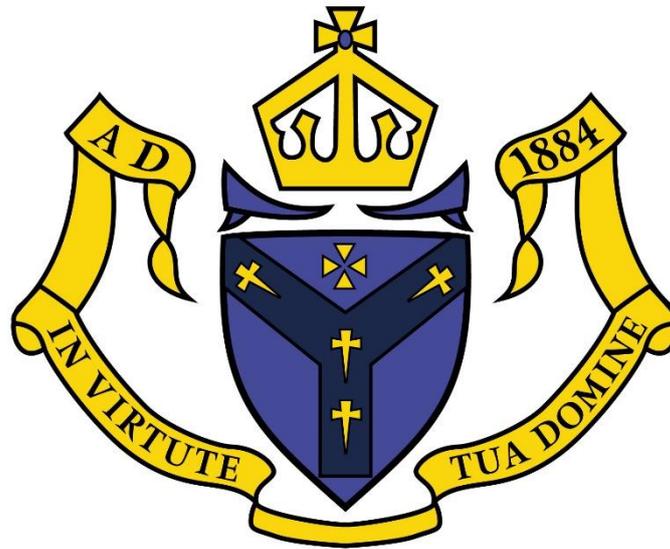

Sissinghurst VA Church of England Primary School

Enjoy, Achieve and Celebrate Together in Faith



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The Governors and Staff of Sissinghurst VA Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future.

We are dedicated to providing an education of the highest quality within the context of Christian belief and practice. Our Christian values of:

Endurance · Koinonia · Friendship · Wisdom

underpin all our policies. We actively reject any form of discrimination.

Policy Title:	ACCEPTABLE USE POLICY
Date:	September 2021
Review Date:	September 2022
Reviewed by:	FGB
Approved by:	FGB

Statements for Early Years and KS1 (0-7)

- I only use the internet when an adult is with me
- I only click on links and buttons when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I will not bring my own devices into school
- I know that if I do not follow the rules then: A letter could be sent home to my parents; I may not be able to use computers at school for a while.
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online

Early Years and KS1 Acceptable Use Poster



Statements for KS2 Pupils (7-11)

Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult
- I always 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 ask my teacher before using my own personal smart devices and/or mobile phone at school. Other statements will be required if phones and personal devices are or are not permitted.
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I know that my own personal devices are not allowed in school
- 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
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand

- I understand that the school's 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 know that I am not allowed on personal e-mail, social networking sites or instant messaging in school
- 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 keeping safe online
- I know that if I do not follow the school rules then: a letter may be sent home to my parents; I may
- not be allowed to use computers at school for a while

Tell

- If I am aware of anyone being unsafe with technology, then I will report it to a teacher
- 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 minimise the page or close the laptop lid and tell an adult straight away

Alternative KS2 Statements (With thanks to Kingsnorth Primary School)

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude or bullying emails or messages I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks / CD ROMs from outside of school I will always give them to my teacher so they can be checked for viruses and content, before opening a file.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into school I know that it is to be handed in to the office and then collected at the end of the day.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.