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Online Safety Policy Appendix B

Acceptable User Agreement for Pupils in Years 4, 5 and 6

What is this policy for?

This policy sets out the acceptable use of technologies by Hutton CE Primary pupils in Year 4, 5 and 6. It intends to ensure that users of technology stay safe while using the internet and other communication technologies for educational, personal and professional use; and that young people become responsible and resilient users of the internet and information technology.

The Vision for Online Safety

At Hutton CE Primary we seek to build a school community who are able to keep themselves safe and have resilience in an ever-changing digital world. Online Safety is thought of with utmost importance and feeds into our safeguarding provision.

Guidelines

Users will sign to say that they agree to adhere to the acceptable use rules and they understand that school systems must be used in a responsible way, ensuring no risk to school systems, identifies or safety of other users.

For my personal safety:

- The school will monitor my use of school technology and communications systems.
- I will not disclose my username or password to anyone else, nor will I try to use anyone else's. I will ensure that I maintain strict password security at all times.
- I will be aware of the danger of strangers online, and that not everyone will be who they say they are.
- I will not share personal information about myself or others online (this includes name, address, school, financial details, patterns of activity)
- I will immediately report any illegal, inappropriate or harmful material or incident to a member of staff.
- I will not bring my mobile phone or other device into school without permission from the Headteacher.
- If I chat to someone online I will make sure that a trusted adult (such as a teacher or parent) is aware of this.

When using school technology and sites:

- I will not open any hyperlinks or emails which have come from an unknown source, or any which I am uncertain of.
- I will not use any external memory device without gaining permission from my teacher first.
- I will not share individual passwords and usernames, and will not use another person's to login to any network, website or system.

Philippians 4:13: I can do all this through Him who gives me strength



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Use of photographic and video equipment and images

- I will ensure that when I take and/or publish and share images of others I will only do so with their permission.
- Photographs should only be taken for a specific purpose. For example, a project about weather reporting may need photos of people dressed in different clothing, but would not require photos of people making silly faces or doing a dance.
- If I do not want my photo to be taken or used then I can tell someone to stop, or request that it is removed.

When using the internet

- I will use Swiggle as a search engine to ensure that my search is safe.
- I will ensure that I have permission to use the original work of others in my own work.
- I will not download or distribute work protected by copyright.
- When researching, I will be aware that not everything on the internet can be believed, and that information can be false or inaccurate.
- I will be polite and responsible online. I will not say anything hurtful or harmful, and will report anyone who does.
- I am responsible for my own actions, and I will ensure that I have a respectful digital footprint.
- I am aware that any content I put on the internet is there forever and may harm my future chances when applying for jobs and/or further education.

Monitoring and Evaluation

The Online Safety committee will monitor the impact of this agreement and the safeguarding team review online safety incidents and act upon these where necessary.

I understand that if I fail to comply with the agreement, I could be subject to disciplinary action in line with the behaviour policy.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) within these guidelines.

Child's Name _____ Signed _____

Parent's Signature _____ Date _____

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