

## Dovecotes Primary School AUP For learners in KS1

When I am using the computer or other technologies, I want to feel safe all the time.

**To keep myself and others safe online, including in the event of Remote Learning,  
I follow the Digital 5 A Day and:**

- 😊 always keep my *passwords* a secret;
- 😊 only use *trusted devices/apps/sites/games* that a responsible adult has given permission for;
- 😊 *tell a responsible adult* if anything makes me feel upset, worried, scared or uncomfortable;
- 😊 *ask for help* if I am stuck or unsure or on behalf of a friend who needs help;
- 😊 not share my *personal information*, including name, address, school, phone number, etc.;
- 😊 *not upload photographs* of myself/others onto the internet without an adult's permission;
- 😊 only *communicate* with people I know in real life or who a trusted adult knows about because I know people online are not always who they say they are;
- 😊 tell my teacher if I get a *nasty message* through a computer or phone;
- 😊 *not reply* to any nasty message or anything which makes me feel uncomfortable, including *dares or challenges*, which I know I do not have to do;
- 😊 make sure all messages I send are *polite and respectful*, nothing that may upset another child, teacher or adult. I know anything I do online can be shared and be around forever.

### **I understand:**

- 😊 Using computers safely can make everyone's learning more enjoyable;
- 😊 Anything I do on the computer may be seen by someone else, including school staff;
- 😊 Anything I put online will have my name next to it.

**My trusted adults are:**

\_\_\_\_\_ at school

\_\_\_\_\_ at home

Name/signed \_\_\_\_\_

Date \_\_\_\_\_

## Dovecotes Primary School AUP For learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

### To help keep myself and others safe:

- ☺ I *learn online* – I use the school’s internet and devices for my work, to learn and to have fun and I know the internet and devices are monitored. Any personal devices are to be taken to the office with an accompanying letter explaining why they are required in school;
- ☺ I am a *secure online learner* – I always keep passwords secure (combination of letters/ numbers) and reset them if anyone finds them out, including friends!
- ☺ I am a *secure remote learner* – if I wouldn’t do it in class, it shouldn’t be done online and I know to follow the rules for Teams when working remotely and communicating with others.
- ☺ I am a *researcher online* – I use safe search tool options approved by trusted adults to keep me safe but I know I cannot believe everything I see online and should discuss with a trusted adult anything that makes me uncomfortable and not click anything I am unsure of.
- ☺ I *ask permission* – I only use the devices, apps, sites or games which are appropriate to my work at the time or which I have been given permission for and I am careful what I click, including *video/audio sharing*, e.g. in remote learning and will only do this with permission;
- ☺ I *communicate and collaborate* online – with individuals or groups agreed by my teacher or that a responsible adult knows about and using approved software, apps or sites;
- ☺ I *respect* others’ work – I only edit or delete my own digital work and I only use words, pictures or videos from other people if I have their permission or if copyright free. I will not send or share any photos or videos without checking with a trusted adult;
- ☺ I *tell responsible adults* – if anything makes me uncomfortable online or if I see something/ someone sends me something bad; responsible adults will help, including in remote learning.
- ☺ I will *not condone bullying* – I do not post, make, reply to, forward or share unkind, hurtful or rude messages /comments and if I see this happening, I will tell a trusted adult.
- ☺ I am *private online* – I only give out private information if a trusted adult gives permission, e.g. address, school, phone number, location or anything that identifies my family/friends. I will also say no if I feel uncomfortable with anything and know I do not have to do dares;
- ☺ I *seek help from a parent/trusted adult* – especially if meeting an online friend (not alone).
- ☺ I am *creative* online – I try to be positive digitally and remember my [Digital 5 A Day](#).
- ☺ I am a *rule follower* – I know that apps, sites and games have rules on how to behave; I follow the rules, block bullies and report bad behaviour.

### I understand:

- ☺ Using computers safely can make everyone’s learning more enjoyable;
- ☺ Anything I do may be seen by someone else and should have my name next to it;
- ☺ Most social networking sites have a minimum joining age (usually 13) and it is a criminal offence to give false information e.g. lie about my age;
- ☺ Not everyone online is who they say they are;
- ☺ Once I post a message, picture or post online then it is completely out of my control and even after being deleted, could remain online forever;
- ☺ I know that anything I write or say or any website that I visit may be being viewed by a responsible adult, including school staff.

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult:  
At school, this includes: \_\_\_\_\_. At home, this includes: \_\_\_\_\_.



Name/signed \_\_\_\_\_

Date \_\_\_\_\_

## Dovecotes Primary School Parent Acceptable Use Policy

Dovecotes Primary School acknowledges that despite being an invaluable resource, technology and the internet have the potential for inappropriate use and access to undesirable material. As we have a duty of care to protect our pupils, we ask children, young people and adults involved in the life of Dovecotes Primary School to sign an Acceptable Use Policy (AUP). This outlines expectations for online behaviour, and/or when using school networks, connections, internet connectivity, devices, platforms and social media (both in school and outside of school). Your child has also signed a child-friendly AUP; a blank copy can be found on the school website (KS1 and 2 only). The school's users are also protected and monitored by our filtering and security system to ensure safe access and usage for all. The purpose of this agreement is to set out rules/procedures, which will minimise the misuse of technologies and the internet with parents, pupils and staff working together to achieve a safe and secure online experience, identifying that the online world is part of the real world and we should behave accordingly. More information can be found in our *Online Safety Policy* on the school website.

### Parents' Agreement

#### I understand:

- Dovecotes Primary school uses technology to support teaching and learning and prepare children for their future lives in a technological advanced world.
- Positive input from both school and home is essential for pupils' online safety. Understanding/discussing behaviour is more helpful than knowledge of apps/sites/games.
- Online messages sent from and received by my child should not be considered private and as a parent, I can and should inspect my child's online communication.
- The school takes reasonable precaution to keep pupils safe and prevent the access of inappropriate materials, including through behaviour policies, physical and technical monitoring and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet, which can sometimes be upsetting.
- Child safety settings can also be applied at home; Internet Matters provides guides and further information can be found on the school website; I will discourage my child from joining any platform where they are below the minimum age.
- My child needs a safe/appropriate place to do Remote Learning (if required to do so) and will follow advice and guidelines set out on the use of Teams. I will take responsibility for my child's online safeguarding whilst working at home and will support and/or monitor their use.
- It can sometimes be hard to stop using technology and I will talk about its positive, healthy use, referring to the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](https://childrenscommissioner.gov.uk/our-work/digital/5-a-day/)
- My child has signed an AUP (not EYFS), which can be seen on the school website and I understand/support that they will be subject to sanctions if these rules are not followed.
- As a parent, I will ensure my child keeps to the above rules and that if he/she misuses online communications (or other public networking sites), their access may be withdrawn.

#### As a parent/carer I will promote positive online safety and model safe, responsible behaviour in my own use of technology, including in the use of social media by:

- Not making derogatory comments, which could bring the school into disrepute, including negative comments about school/its members – pupils/staff/governors/parents/carers and use appropriate language when discussing school.
- Not posting photographs or videos of other people's children on social network sites in order to keep all children safe, unless parental permission is given.

- Addressing any issues or concerns regarding school, directly with the Headteacher/staff.

**I/we have read, understood and agreed to this policy.**

Parent Signature(s): \_\_\_\_\_ Print Name(s): \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_