

Slade Primary School



Children's Acceptable Use Policy (AUP) for Remote Learning and Online Communication

October 2020

Please share the following information with your child/ren to help ensure they know and understand how to stay safe whilst using Microsoft Teams.

For pupils in EYFS, Year 1 and Year 2:

- 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 online
- I only post messages online which are polite and friendly
- When talking to my teachers and friends on Microsoft Teams, I will be polite and friendly. I will listen to everyone.
- I know the school can see what I am doing when on Microsoft Teams
- I will shut the laptop lid or turn an iPad upside-down and always tell a grown up if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online

For pupils in KS2:

Safe:

- 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 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.
- I will check content on other sources such as other websites, books or with a trusted adult.
- 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 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 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 grown up
- 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 not access or change other people's files or information.

Tell:

- If I am aware of anyone being unsafe with technology then I will report it to a grown up
- If I get unpleasant, rude or bullying emails or messages I will report them to a grown up. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will shut the laptop lid/turn off the screen and tell an adult straight away.
- I will tell a grown up if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.