

## **Acceptable Use Policies (AUP) for Schools**

Online risks are not confined to the use of computers, they may also arise through the use, for example, of games consoles and mobile phones.

There is an expectation that schools will have in place appropriate policies and strategies to promote the safety of learners in their care both when they are in the school and when they are elsewhere.

### **Neston Primary School - AUP Guidance notes for learners in KS1**

***I want to feel safe all the time.***

***I agree that I will:***

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- If I have a mobile phone – I will not give my phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not load photographs of myself onto the computer
- never agree to meet a stranger
- only use a computer in school if there is an adult in the room
- not use computers at wet break-times or lunchtimes

***Anything I do on the computer may be seen by someone else***

## **Neston Primary School - AUP Guidance notes for learners in KS2 and above**

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

***I agree that I will:***

- always keep my passwords secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not bring a mobile phone to school – if I do bring a phone by mistake, I will give it to my teacher for safe keeping and collect it at the end of the school day
- not give my mobile phone number to anyone who is not a friend
- only email people I know or those approved by a responsible adult
- only use email which has been provided by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private. (my name, family information, journey to school, clubs I attend out of school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend without taking a responsible adult that I know with me
- not contact members of staff or student teachers, adult helpers via social network sites e.g. Facebook.

***I know that once I post a message or an item on the internet then it is completely out of my control.***

***I know once images, comments and information are posted on the internet it is very difficult, if not impossible to remove it.***

***I know that anything I write or say or any website that I visit may be being viewed by a responsible adult***