Shipbourne School Pupil Acceptable Use of Technology Policy

Early Years and Key Stage 1 (0-6 years)

- I understand that the Shipbourne School Acceptable Use Policy will help keep me safe and happy online.
- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the Shipbourne School can see what I am doing online when I use Shipbourne School computers/tablets, Microsoft and other learning accounts, including if I use them at home.
- I always tell a parent/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the Shipbourne School rules and values, then access to devices and platforms may be removed. The Positive Relationships Policy and Support Ladder will be followed to support next steps.
- I have read and talked about these rules with my parents/carers.

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Key Stage 2 (7-11 years)

I understand that the Shipbourne School Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will 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.

Learning

- I know that I cannot bring my own smart devices to school.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use Shipbourne School devices for Shipbourne School work unless I have permission otherwise.
- If I need to learn online at home, I will follow the Shipbourne School remote/online learning AUP.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

Tell

- If I see anything online that I should not. or if I see something online that makes me feel worried or upset, I will minimise the screen, shut the laptop lid, and tell an adult immediately.

- If I am aware of anyone being unsafe with technology, I will report it to a parent/member of staff.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind online.
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Understand

- I understand that the Shipbourne School internet filter is there to protect me, and I will not try to bypass it.
- I know that all Shipbourne School owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at Shipbourne School may be able to see and/or check my online activity when I use Shipbourne School devices and/or networks if they are concerned about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into Shipbourne School then I will ask an adult to handed in to the office and then collect it at the end of the school day.
- 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 being safe online or to see help.
- I know that if I do not follow the Shipbourne School rules and values, then access to devices and platforms may be removed. The Positive Relationships Policy and Support Ladder will be followed to support next steps.

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Pupils with Special Educational Needs and Disabilities

Safe
- I ask a grown up if I want to use the computer.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the Shipbourne School rules and values, then access to devices and platforms may be removed. The Positive Relationships Policy and Support Ladder will be followed to support next steps.

Meeting
- I tell a grown-up if I want to talk on the internet.

Accepting
- I do not open messages or emails from strangers.

Reliable
- I make good choices on the computer.

Tell
- I use kind words on the internet.
- If I see anything that I do not like online, I will tell a grown up.

Parent/Carer Acceptable Use of Technology Policy (AUP)

1. I know that my child will be provided with internet access and will use a range of IT systems including Microsoft 365, Showbie, Times Table Rockstars and Espresso Coding in order to access the curriculum and be prepared for modern life whilst at Shipbourne School.

2. I understand that the AUP applies to my child's use of Shipbourne School devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school/setting, or if the behaviour could adversely affect the reputation of the school/setting.

3. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at Shipbourne School.

4. I understand that any use of Shipbourne School devices and systems are appropriately filtered; this includes direct blocking of harmful sites and language with daily notifications of breaches sent to the Headteacher to be investigated and actioned.

5. I am aware that my child's use of Shipbourne School provided devices and systems will be monitored for safety and security reasons, when used on and offsite. This includes direct adult supervision and daily notifications of breaches sent to the Headteacher to be investigated and actioned. Microsoft 365 accounts may be checked and all school based online platforms will be monitored by the school. Monitoring approaches are in place to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

6. I understand that the Shipbourne School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use Shipbourne School devices and systems, on and offsite. I however understand that the Shipbourne School cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.

7. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

8. I have read and discussed the relevant Shipbourne School Pupil Acceptable Use of Technology Policy (AUP) with my child.

9. I will support Shipbourne School safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of Shipbourne School and will discuss online safety with them when they access technology at home.

10. I know I can seek support from the Shipbourne School about online safety, such as via the Shipbourne School website to help keep my child safe online at home.

11. I will support the Shipbourne School approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.

12. I, together with my child, will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the Shipbourne School community, or content that could adversely affect the reputation of the school.

13. I understand that a partnership approach to online safety is required. If the Shipbourne School has any concerns about either my or my child's behaviour or safety online, then I will be contacted.

14. I understand that if I or my child do not abide by the Shipbourne School AUP, appropriate action will be taken. This could include sanctions being applied in line with the Shipbourne School Positive Relationships Policy and, if a criminal offence has been committed, the police being contacted.

15. I know that I can speak to the Designated Safeguarding Lead (Terri Daters) my child's class teacher or the headteacher if I have any concerns about online safety.