

These rules reflect the content of Great Wood's Online Safety Policy. It is important for parents/carers to discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on acceptable use of ICT, including the use of the internet. The school's online Safety Policy has been written to ensure that risk to pupils' safety is minimised, whilst using the school's systems and working online.



Conduct

- I will **always** use my **Great Wood Values** to conduct myself in a polite, friendly and kind manner when I am working or sending messages online, both **in school** and at **home**.
- I understand that Great Wood School has a zero-tolerance approach to any form of **cyber-harassment or bullying**, and will always communicate with others in a polite and respectful way. I will not use inappropriate, strong or aggressive language online.
- I will not take or distribute images of anyone without their consent.
- I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not use AI to complete homework or classwork without explicit permission.

Personal Safety

- I understand that school can view my out of school digital communications that are linked to membership of the school.
- I understand that the school will monitor my use of devices and digital communications.
- I will keep my username and passwords safe and secure – I will not share them, nor will I try to use any other person's username or password. I understand that I should not write down or store a password where it is possible that someone might steal it.
- I will be aware of "Stranger Danger" when I am communicating and understand the people that I meet online are not always who they say they are.
- I will not disclose any personal information about myself or others online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate online content or messages or anything that makes me feel uncomfortable to a trusted adult.
- I can visit <https://www.saferinternet.org.uk/advice-centre/young-people/resources-3-11s> or www.childline.org.uk to learn more about being safe online.

Responsibility

- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my school has approved of.
- I understand that school computers and devices are intended for educational use and that I will not use them for personal or recreational use, unless I have been given permission.
- I will not access or change other people's files or information on pupil share.
- I will only open/delete my own files at my teacher's request.

Trust

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

Tell

- If I am aware of anybody being unsafe with technology, I will report it to an adult.

- I always talk to a trusted adult if I'm not sure about something or if something is making me feel worried or frightened.
- If I see anything inappropriate online, I will minimise the page and report it to an adult immediately.

Great Wood Primary School Acceptable Use of Technology Policy – KS2 Pupil Agreement

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

- ✓ I use school systems and devices, both on and offsite.
- ✓ I use my own equipment out of school, in a way that is related to me being a member of the school community, including communicating with other pupils of the school or accessing the school website or social media.

Name..... Signed.....

Date.....

Parents/Carers Signature.....

Date.....

- If your child is not able to understand this agreement, please contact deputy@greatwood.lancs.sch.uk for further assistance.