

Acceptable Use of Technology

Policy for Early Years and KS1

Be your best *you*

I understand that the River and Lydden Primary Schools' Acceptable Use Policy will help keep me safe and happy online at home and at school.

- 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 like my name, age and address safe.
- I keep my passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school laptops and ipads, including if I use them at home.
- I know that when in school I can only use school laptops, computers, and iPads and I will not bring my own devices into school.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- If I see anything online that makes me feel unhappy or worried, I will minimise the screen, or close the screen or turn the iPad face down.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I will report any damage or faults with equipment used.
- I know that if I do not follow the school rules, I may be given an individual behaviour record entry.
- I have read and talked about these rules with my parents/carers.

Remote Learning:

- Remote learning will only take place during school times.
- My use of remote learning systems is monitored to help keep me safe.
- I will only use my school provided email accounts and login to access remote learning.
- I will not share my login/password with others.
- When taking part in remote learning I will behave as I would in the classroom.
- I will follow my class teacher's instructions and mute video and microphone as requested.
- I will wear appropriate clothing and be in a suitable location, ensuring the backgrounds of videos are neutral and no personal information/content is visible.
- I will use appropriate alternative backgrounds.

- I will attend sessions in full. If for any reason I cannot attend a session in full I will let my teacher know.
- I will attend lessons in shared/communal spaces or rooms with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
- If I am concerned about anything that takes place during remote learning, I will tell a parent/carer.
- I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously.

Signed:

Date: