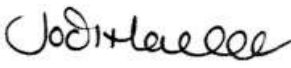
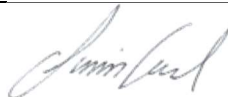




Our vision is to create an inclusive, friendly, safe and engaging learning environment which is grounded in our Christian values, enabling children to navigate obstacles, fulfil their potential and extend their horizons.

We value all members of our school community and encourage their individual talents and personalities so that each can shine in their own way.

Policy Name	Acceptable Use Policy
Date written:	March 2022
Date of last update/review:	March 2024
Date agreed and ratified by Governing Body:	March 18 th 2024
Date of next full review:	March 2025
Signed by head Teacher: (Jodi Hacker)	
Signed by Chair of Governors: (Simon Curd)	

Early Years and Key Stage 1 (0-6)

I understand that Hawkhurst Church of England Primary School's Acceptable Use Policy will help keep me safe and happy online.

- Children in KS1 should not bring in mobile phones or devices from home.
- 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.
- I only send messages online which are polite and friendly.
- I know that Hawkhurst Church of England Primary School can see what I am doing online when I use school computers and tablets, including when I am at home.
- I always tell an adult 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 rules:
 - A letter may be sent to my parents
 - I may not be able to use computers at school for a while
- I have read and talked about these rules with my parents/carers.



Key Stage 2 (7-11)

I understand that Hawkhurst Church of England Primary School's 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 ask my teacher before using my own personal smart devices and/or mobile phone at school.
- If I bring a mobile phone to school it should be handed in at the office in the morning and collected at the end of the day.
- 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 Hawkhurst Church of England Primary School's devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote 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.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
- 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.
- I know that if I do not follow the school rules then:
 - A letter may be sent to my parents
 - I will not be allowed on school computers for a while

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see, or someone sends me, something bad 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.

KS2 Statements

- I understand that the schools Acceptable Use Policy will help keep me safe and happy online at home and at school.
- I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- 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 teacher or adult in school, or a parent or carer at home.
- 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 not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- 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 will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- 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 know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

Learners with Special Educational Needs and Disabilities (SEND)

Learners with SEND functioning at Levels P4 –P7

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.
- I know that if I do not follow the school rules then:
 - A letter will be sent to my parents and I may not be allowed on the school computer for a while

Learners with SEND functioning at Levels P7-L1 ([Based on Childnet's SMART Rules](#))

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 school rules then:
 - A letter will be sent to my parents and I may not be allowed on school computers for a while

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.

Learners with SEND functioning at Levels L2-4 ([Based on Childnet's SMART Rules](#))

Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.
- I am careful if I share photos online.
- I know that if I do not follow the school rules then:
 - A letter will be sent to my parents and I may not be allowed on school computers for a while

Meeting

- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I talk to an adult.

Accepting

- I do not open messages from strangers.
- I check web links to make sure they are safe.

Reliable

- I make good choices on the internet.
- I check the information I see online.

Tell

- I use kind words on the internet.
- If someone is mean online, then I will not reply. I will save the message and show an adult.
- If I see anything online that I do not like, I will tell a teacher.

Learner Acceptable Use Policy Agreement Form

Settings should attach a copy of an age-appropriate AUP to this form. Settings may need to provide learners and parents with updated versions of the AUP as learners progress through the setting.

Hawkhurst Church of England Primary School Acceptable Use of Technology Policy – Learner Agreement

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

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name.....

Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....