Acceptable Use of Computers by Pupils in School and in the Community (EYFS/KS1): Think then Click

The Internet offers both educational and social opportunities for us all. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

The Internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites and to maintain a balance between the use of technology and other activities.

Our Online Safety Rules

- I only use the internet when an adult is with me
- I only click on links and buttons when I know what they do
- I will only use websites that an adult has chosen
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I only use software and applications on school laptops and IPads that my teacher has asked me to use
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I know that if I do not follow the rules then I will have restricted use of laptops and other devices.
- I will either close the laptop lid or turn over the IPad if I see anything I am uncomfortable with
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online

Parent/Carer's agreement	
I have read, understood and discussed/explained the Acceptable Use Policy/Online Safety Rules to/with my child and I am happy for my child to experience the Internet use described.	
Name of Parent or Carer (PLEASE PRINT)	
Signature of Parent or Carer	

Online Safety Rules that I will follow in our community

Safe
- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know and I 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

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

Responsible
- I will always use technology such as laptops, IPads and school file storage areas responsibly. 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 school computers for school work, unless I have permission otherwise
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- 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 keeping safe online
- I know that if I do not follow the school rules then I will have restricted use of laptops and other devices.

Tell
- If I am aware of anyone being unsafe with technology then I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page/shut the laptop lid/flip over the IPad and tell an adult straight away.

The form below must be completed, signed and returned to the school for our records.
Use of the Internet may be withheld unless this has been done.

Parent/Carer's agreement I have read, understood and discussed/explained the Acceptable Use Policy/E-Safety Rules to/with my child and I am happy for my child to experience the Internet use described.	
Name of Parent or Carer (PLEASE PRINT)	
Signature of Parent or Carer	

Pupil's Agreement - I have read, understood, discussed and agree to abide with the E-Safety Rules. - I will use the computer, network, internet access and other technologies in a responsible way at all times and only for tasks related to my learning - I know that network and internet access may be monitored	
Name of Pupil (PLEASE PRINT)	
Signature of Pupil	
Date	