



# Acceptable Use Policy (AUP) for KS2 PUPILS

This agreement will help  
keep me safe and help me to be fair to others

1. **I learn online** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. **I am creative online** – I don't just spend time on apps, sites and games looking at things from other people; I get creative to learn and make things!
3. **I am a friend online** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out. I will not use other people's accounts and passwords, as they are personal to them.
5. **I am careful what I click on** – I don't click on links I don't expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
7. **I know it's not my fault if I see or someone sends me something bad** – I don't need to worry about getting in trouble, but I mustn't share it. Instead, I will tell someone.

8. **I communicate and collaborate online** – with people I know and have met in real life or that a trusted adult knows about. I am aware that when talking to a friend, other people may be viewing our conversation. When communicating online, I will be polite and considerate to others feelings.

9. **I know new friends aren't always who they say they are** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.

10. **I don't do public live streams on my own** – and only go on a video chat if my trusted adult knows I am doing it and who with.

11. **I tell my parents/carers what I do online** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

12. **I am private online** – I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.

13. **I keep my body to myself online** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.

14. **I say no online if I need to** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.

15. **I am a rule-follower online** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, only use the ones I am allowed to use, and report bad behaviour.

16. **I am not a bully** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.

17. **I am part of a community** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

18. **I respect people's work** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free.

19. **I am a researcher online** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

20. **I participate and enhance class discussions on Teams** – I listen and follow instructions; I mute when I am not talking; I post comments that are relevant; I respect all Team members and show this in all comments that I make; I do not share or change any recorded material that belongs to the Team.

21. **I use Office 365 and Teams as an online classroom** – I upload material relevant to class activities and report any misuse of the site to a trusted adult; I keep all details of Team members private; I do not share email addresses of the Team with anyone outside of the Team; I am always respectful and considerate of members' feelings when viewing messages, recordings and videos sent to the Team; I only post comments that are acceptable to everyone.