# St. Stephen's Junior School

## Pupil Acceptable Use Policy

- I always ask permission before using the internet
- I ask permission before printing unless I am in a lesson and my teacher has authorised this
- I only use websites and search engines that are permitted in my school
- I use my school computers for school work unless I have permission otherwise
- I am not allowed to use my mobile phone/personal device at school without specific permission from my teacher. If for any reason I need to bring my phone into school, I know it is to be handed in to my teacher and collected at the end of the school day
- I know that not everything or everyone online is honest or truthful and I will check the content with a trusted adult
- I only talk with and open messages from people I know and I only click on links if I know they are safe
- 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
- I only send messages which are polite and friendly
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will only post pictures or videos on the Internet if they are appropriate and I have permission.
- 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
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- If I see anything online that I shouldn't then I will minimise the page and tell an adult straight away
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- I know that school computers and Internet access may be monitored
- I have read and talked about these rules with my parents/carers
- If I am aware of anyone being unsafe with technology then I will report it to my teacher
- I 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 rules then: My parents will be informed and future use may be monitored