



Joy Lane Primary School

Learner Acceptable Use of Technology

Key Stage 2 (7-11)

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
- I 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 always ask permission from an adult before using the internet, computers, laptops and other devices at Joy Lane Primary School
- I know that my use of Joy Lane Primary School computers and devices and internet access will be monitored
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Joy Lane Primary School community
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I only use websites and search engines that my teacher has chosen
- I use Joy Lane Primary School computers for school work, unless I have permission otherwise
- I will not use my own personal devices/mobile phone on school property during lesson time or formal educational times
- If I am allowed to bring my mobile phone into Joy Lane Primary School. I know that it is to be handed to the teacher and then collected at the end of the Joy Lane Primary School.
- I will not bring or wear my smart watch to Joy Lane Primary School; I know the watch will be looked after until the end of the day and the school will contact my Parent/Carers immediately.
- 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 IT Technician has allowed me to
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources

Understand

- I understand that the Joy Lane Primary School internet filter is there to protect me, and I will not try to bypass it

- I know that my use of Joy Lane Primary 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 being safe online
- I know that if I do not follow the Joy Lane Primary School rules responsibly then there will be sanctions (See Behaviour Policy):
- There could be an interview with the Executive Headteacher, Head of School or member of the Senior Leadership Team
- The device may be confiscated and held in School in a safe place
- Access to the Internet may be denied
- Access to computers/devices may be revoked
- Parents/Carers will be informed
- For serious incidents, the Police may be notified
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a Member of Staff
- 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, turn the monitor off or shut the laptop lid and tell an adult straight away



Joy Lane Primary School Learner Agreement - Acceptable Use of Technology Policy

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

I agree to follow the AUP when:

1. I use Joy Lane Primary School systems and devices, both on and offsite
2. I use my own personal devices/mobile phone on school property
3. I use my own equipment out of the Joy Lane Primary School, in a way that is related to me being a member of the Joy Lane Primary School Community, including communicating with other members of the Joy Lane Primary School, learning platform or website.

Name..... Signed.....

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

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....



Acceptable Use of Technology for Parents/Carers

Joy Lane Primary School Parental Acknowledgment Learner Acceptable Use of Technology Policy

1. I, with my child, have read and discussed Joy Lane Primary School learner acceptable use of technology policy (AUP). I understand that the AUP applies to the use of the internet and other related devices and services, inside and outside of the setting.
2. I am aware that any internet and IT use using Joy Lane Primary School equipment may be monitored for safety and security reason to safeguard both my child and the Joy Lane Primary School systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that the Joy Lane Primary School will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the Joy Lane Primary School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Joy Lane Primary School community.
5. I understand that the Joy Lane Primary School will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
6. I will inform the Joy Lane Primary School or other relevant organisations if I have concerns over my child's or other members of the Joy Lane Primary School communities' safety online.
7. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of Joy Lane Primary School.
8. I will support the Joy Lane Primary School online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home.

Child's Name..... Child's Signature

Class.....

Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....



Parent/Carer Acceptable Use of Technology Policy

1. I know that my child will be provided with internet access and will use a range of IT systems including tablet, laptops, and computers in order to access the curriculum and be prepared for modern life whilst at Joy Lane Primary School.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at Joy Lane Primary School.
3. I am aware that any internet and technology use using Joy Lane Primary School equipment may be monitored for safety and security reasons, to safeguard both my child and the Joy Lane Primary School systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that the Joy Lane Primary School will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the Joy Lane Primary School internet and systems. I understand that the Joy Lane Primary School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of Joy Lane Primary School.
6. I have read and discussed Joy Lane Primary School learner Acceptable Use of Technology Policy (AUP) with my child.
7. I will support Joy Lane Primary School safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of Joy Lane Primary School and discuss online safety with them when they access technology at home.
8. I know I can seek support from the Joy Lane Primary School about online safety, such as via the Joy Lane Primary School website (<https://www.joylane.kent.sch.uk/parents/e-safety>), to help keep my child safe online at home.
9. I will support the Joy Lane Primary School approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
10. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Joy Lane Primary School community.
11. I understand that a partnership approach to online safety is required. If the Joy Lane Primary School has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by the Joy Lane Primary School AUP, appropriate action will be taken. This could include sanctions being applied in line with the Joy Lane Primary School policies (<https://www.joylane.kent.sch.uk/community/policies>) and if a criminal offence has been committed, the police being contacted.
13. I know that I can speak to the Designated Safeguarding Lead (Ms D Hines), my child's teacher or the Head of School (Mr Ashley-Jones) if I have any concerns about online safety.

**I have read, understood and agree to comply with the Joy Lane Primary School
Parent/Carer Acceptable Use of Technology Policy.**

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....