

**Holy Trinity Catholic Primary School**  
**Digital safeguarding Acceptable Use Policy**  
**Foundation Stage and KS 1**

When I am using the computer or other technologies, I want to feel safe all the time.

**I agree that I will:**

- 😊 always keep my passwords a secret
- 😊 talk to my teacher before using anything on the internet
- 😊 only open pages which a responsible adult has said are OK
- 😊 tell a responsible adult if anything makes me feel scared or uncomfortable
- 😊 not give my mobile phone number to anyone who is not a friend in real life
- 😊 not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- 😊 not upload photographs of myself onto the internet
- 😊 never agree to meet a stranger
- 😊 only communicate with people I know in real life
- 😊 tell my teacher if I get a nasty message through a computer or phone
- 😊 not reply to any nasty message or anything which makes me feel uncomfortable
- 😊 make sure all messages, e-mails and texts I send are polite
- 😊 only email people I know or if my teacher agrees
- 😊 only use my school email
- 😊 only put something on the Learning Platform that I would be happy to say to my teacher

**I understand:**

- 😊 Using computers and mobile phones safely and appropriately can make everyone's learning more enjoyable
- 😊 Anything I do on the computer may be seen by someone else
- 😊 Anything I put on the Learning Platform will have my name next to it

**Name** ..... **Date** .....

**Holy Trinity Catholic Primary School**  
**Digital Safeguarding Acceptable Use Policy**  
**KS 2**

When I am using the computer or other technologies, I want to feel safe all the time.

**I agree that I will:**

- 😊 always keep my passwords a secret
- 😊 only visit sites which are appropriate to my work at the time.
- 😊 work only with individuals or groups agreed by my teacher or other responsible adult
- 😊 tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- 😊 make sure all messages, texts and e-mails I send are respectful
- 😊 inform a responsible adult if I get a nasty message, text or e-mail or get sent anything that makes me feel uncomfortable
- 😊 do not reply to or forward any nasty message or anything which makes me feel uncomfortable
- 😊 not give my mobile or home phone number to anyone who I don't know or have not met
- 😊 only email people I know or those approved by a responsible adult
- 😊 only use email in school which has been provided by school
- 😊 only connect to the agreed school wireless broadband while in school
- 😊 talk to a responsible adult before joining chat rooms or networking sites
- 😊 I will inform a responsible adult if I come across anything in chat rooms or networking sites that makes me feel uncomfortable
- 😊 Inform staff immediately if I suspect that anybody is using the internet inappropriately
- 😊 always keep my personal details private, things like my name, family information, my journey to school, my pets and hobbies are all examples of personal details
- 😊 always check with a responsible adult and my parents before I upload photographs of myself or anyone else
- 😊 never meet an online friend without taking a responsible adult that I know with me

**I understand:**

- 😊 Using computers and mobile phone safely can make everyone's learning more enjoyable
- 😊 Anything I do on the computer may be seen by someone else
- 😊 Anything I put on the Learning Platform will have my name next to it
- 😊 Most social networking sites have a minimum joining age and it is a criminal offence to give false information e.g. lie about my age or gender
- 😊 Not everyone on line is who they say they are

I know that once I post a message, picture or any other item on the internet then it is completely out of my control.

I know that anything I write or say or any website that I visit may be being viewed by a responsible adult

**Name** ..... **Date** .....

**Holy Trinity Catholic Primary School**  
**Digital Safeguarding Acceptable Use Policy**  
**Teachers and Teaching Assistants, Site Staff and Lunchtime Supervisors**

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users while supporting learning.

**I agree that I will:**

- only use personal data securely
- implement the schools E-learning and E-safety policies
- educate pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- educate pupils in the recognition of bias, unreliability and validity of sources
- actively educate learners to respect copyright law
- only use approved e-mail accounts in school
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified
- only give access to appropriate users when working with blogs or wikis etc...
- **set strong passwords** – a strong password is one which uses a combination of letters, numbers and other permitted signs
- report unsuitable content or activities to the E-Safety Coordinator
- ensure that videoconferencing is supervised appropriately for the learner's age
- read and sign the acceptable use policy
- pass on any examples of Internet misuse to a senior member of staff
- post any supplied E-safety guidance appropriately
- think carefully about what is stored on my laptop and make efforts to store sensitive data on the school server or private area on the Learning Platform

I agree that I will not visit Internet sites or make, post, download, upload or pass on: material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind or promote racial or religious hatred
- engage in social networking with pupils past or present
- promoting illegal acts
- breach any Local Authority/School policies, e.g. gambling
- do anything which exposes children to danger
- any other information which may be offensive to colleagues
- forward chain letters
- breach copyright law

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.

**Name** ..... **Date** .....

**Holy Trinity Primary Catholic School**  
**Digital Safeguarding Acceptable Use Policy**  
**Schools and Governors**

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to support learning without creating unnecessary risk to users.

**The governors will ensure that:**

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on Wolverhampton's LA e-Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is understood and not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by a senior member of staff

**Name** ..... **Date** .....