

## **Early Years and KS1 Pupil Acceptable Use Policy 2026-7**

### **Great Chart Primary School**

- I understand that the school rules will help keep me safe and happy when I go online.
- I only go online when a member of staff is with me.
- I only click on online things online when I know what they do. If I am not sure, I will ask a member of staff first.
- I keep my personal information and passwords safe.
- I only send polite and friendly messages online.
- I know the school can see what I am doing online when I use school computers or chromebooks, including if I use them at home or if I am logged into my school account.
- If I see something online that makes me feel upset, unhappy, or worried I will always tell a member of staff or an adult at home.
- I can visit [www.ceopeducation.co.uk](http://www.ceopeducation.co.uk) or <https://www.nspcc.org.uk/keeping-children-safe/online-safety> to learn more about keeping safe online.
- I know that if I do not follow the school/setting rules: I may lose access to the devices, my parents may be informed.
- I have read and talked about these rules with my parents/carers

## **KS2 Pupil Acceptable Use Policy 2026-7**

### **Great Chart Primary School**

- I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school/setting.
  - I will be kind and respectful online, just like I am in school.
  - I only send messages which are polite and friendly.
  - I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
  - I will only click on links if a trusted adult says they are safe.
  - I know that people online might not be who they say they are. I will only chat with people I know or who a trusted adult says are safe.
  - If someone online asks to meet me, I will tell a trusted adult straight away.
  - I always ask permission from an adult before using the internet.
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- Mobile phones are not allowed to be used in school. Only Year 6 pupils may have a phone in school however these MUST be handed in at the start of each day and be locked away. (See Mobile Phone Policy) Smart watches are also not allowed.
  - I only use websites, tools and/or search engines that my teacher has chosen or given me permission to use.
  - I use school devices for school work only whilst in school.
  - If I need to learn online at home, I will follow the same rules in this policy.
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- I know that some things or people online might not be honest or truthful.
  - If I'm not sure something online is true, I will check with other websites, books, or ask a trusted adult.
  - I always credit the person or source that created any work, images, or text I use.
  - I will use Artificial Intelligence (AI) tools safely and sensibly. I won't use them to cheat, copy other people's work, or say anything unkind. I know that AI tools can sometimes make mistakes. I will only use them when a teacher or trusted adult says it's okay.
  - I keep my personal information safe and private online.
  - I will keep my passwords safe and will not share them.
  - I will not access or change other people's files or information.
  - I will only change the settings on a device if a member of staff has allowed me to.
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- If I see anything online that makes me feel worried or upset, I will shut the chromebook lid or turn over the ipad and tell an adult immediately.
  - If I am aware of anyone being unsafe with technology, I will report it to a member of staff.
  - I know it is not my fault if I see something upsetting or unkind online.
  - If I'm not sure about something online or it makes me feel worried or scared, I will talk to a trusted adult.
  - I understand that the school internet filter is there to protect me, and I will not try to bypass it.
  - I know that all school owned devices and networks are monitored to help keep me safe, even if I use them at home. This means someone at the school will be able to see and check my online activity when I use school devices and networks.
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- I have read and talked about these rules with my parents/carers.
  - I can visit [www.ceopeducation.co.uk](http://www.ceopeducation.co.uk)
  - and <https://www.nspcc.org.uk/keeping-children-safe/online-safety>
- to learn more about being safe online or to see help.
- I know that if I do not follow the school/setting rules then: I may be banned from accessing the devices and my parents may be informed.