



## Responsibilities of the school

### We will:

- ensure all staff know and understand they have an online safeguarding duty,
- promote the school's online safety procedures in conjunction with the Child Protection and other related policies,
- follow the school's Acceptable Use Agreement and Staff Code of Conduct,
- teach online safety throughout the curriculum,
- encourage sensible use, monitor what pupils are doing and consider any risks,
- prepare and check online resources for their suitability for the age we are teaching,
- take a zero-tolerance approach to bullying and peer on peer abuse either online or offline,
- model safe, responsible and professional behaviours in our own use of technology , including outside of school hours.

## EYFS and Key Stage 1 Children

- I will respect and take care of the technology equipment that I use in school,
- I will only use the activities/apps/sites that my teachers have asked me to use in a lesson/activity,
- I will always ask permission/consent to take photos during activities,
- I will ask for help from an adult if I am not sure what to do or if I think I have pressed something I shouldn't,
- I will tell an adult if I see anything that upsets me on the screen.

## Key Stage 2 Children

- I will treat all technology equipment with care and respect and will accept that there will be consequences for deliberate damage,
- I will be polite, kind and responsible when I communicate online with others, in and out of school,
- I will immediately inform an adult about anything that I see or hear online that upsets or worries me,
- I will only access my own work on the school network,
- I will not take or share photos/videos of anyone without their permission,
- I will not share personal information about myself or anyone else online without checking with a trusted adult,
- I will only bring in a mobile phone with prior permission from parents and school and it will be stored inline with school policy (i.e. in the school office),
- I will not wear a smart watch to school,
- I will not try to install any programmes, download anything off the internet or change the computer settings,
- I will only use suitable, age-appropriate websites and search engines that my teacher has directed me to,
- I will follow my school's rules to help me stay safe online,
- I understand that my school monitors what I access online and when using technology in school
- I will access CEOP (via the school website) to report any inappropriate/offensive images, messages or content I see,
- I understand that if I break these online safety rules that there will be consequences: my parents/carers will be told, I may not be allowed to use computers, I may lose privileges in school, in some instances the Police may be involved,
- I understand that there will also be consequences if I am involved in incidents of inappropriate online behaviour that involve my school or someone from my school when I'm at home e.g. online bullying/sharing pictures without permission.