



*Children's Acceptable Use  
of IT Policy.*

*Reviewed March 2025.*

# Children's IT acceptable use rules

## How do I keep myself safe online?

### Responsibility



- To take part in E-safety lessons.
- To suggest ways in which to improve the E-safety in school.
- Follow the acceptability rules of using laptops and iPad- see the IT acceptable use rules for children.
- Respect other people's feelings and rights on and off-line.
- Support others who have worries online and tell them where to get help if needed.
- Take responsibility to keep myself safe.
- Use only the search engines to teacher/school recommends.
- To not share my password with anyone else and if people find it out ask the teacher for a new one.
- I will only use my email address when shown how to do so by my teacher and discuss the rules about sending and receiving emails. I will only be given access to use this when I can keep myself safe.
- Follow the SMART rules.
- To only use loaned IT equipment from school, for schoolwork.
- To not download software, pictures, or videos without permission from school.
- Only take photos if you have the person's permission AND if this is part of your learning.
- It is your responsibility to log off the laptops or iPad apps when we have finished - so that others cannot get onto our accounts but also to make sure they are ready to use for other people.

### Social media

- Social media use will not be allowed in school, unless the teacher allows me to and makes sure it is safe.
- If I use social media at home, I must tell my parents/carers so they are aware of the age restrictions and check I know how to report concerns.
- I understand age restrictions and parental controls keep me safe.
- I agree to not share things (photos etc) that I don't want anyone seeing.
- I will only say kind words to others.

### What should I do if I am worried?

- If you are worried tell a teacher, trusted adult or friend. Use the bullying sign to tell a teacher I want to talk.
- Block the person who is sending messages and tell a trusted adult.



- Know what the CEOP button looks like on a website and how to use it to report things that upset me online.
- Use NSPCC- child-line- 0800 1111- to talk to someone and get help. This will be different for different people.

*How we will help you if something has happened to upset you online.*

- Listen to what you have said and take you seriously.
- Thank you for sharing this with us.
- Take actions to make you safe.
- We will not blame you for what has happened, if other people have bullied you into doing something you didn't want to, or you have made a mistake.
- We will not stop you going online but help you know what to do next time if it happened again.

**Signed by:** ..... **Date:**.....

# BE SMART ONLINE



## S

### SAFE

Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.



## M

### MEET

Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

THINK  
UK  
KNOW  
www.thinkuknow.co.uk

## A

### ACCEPTING

Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



## R

### RELIABLE

You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



## T

### TELL

Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or [www.childline.org.uk](http://www.childline.org.uk)



### BE SMART WITH A HEART

Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

