ACCEPTABLE USE POLICY

PRE-PREP

I understand that the Polwhele House School Acceptable Use Policy will help keep me safe and happy onlhine at school and working on different devices, including in the IT Suite.

READY	RESPECTFUL	SAFE
I will be ready to work and listen carefully to what I need to do. I will ask for help if I get stuck or I'm not sure about what to do.	I will not log on to the computer or learning platform as anyone else. I will not use the computer system to do anything that is unkind or that would cause upset to another pupil or a teacher. I will only send messages which are polite and friendly. I will take care of the computer and other equipment. I will behave in the IT suite and online the same way I behave in the classroom, following the school rules and class expectations.	I will tell a trusted adult if I see anything that upsets me, makes me feel unhappy, scared or worried. I will immediately close any webpage that I am not sure about. I will not share my login details, personal information and with anyone else. I will always ask permission before using the computer or device. I only use devices and apps, sites or games if a trusted adult says so. I only click on links if I know they are safe. I will only use activities and websites that an adult has chosen. I will not try to get into any area of the school system that I am not allowed to enter. I will not bring in a mobile phone or smart watch to school. I look out for my friends and tell someone if they need help. I know people online aren't always who they say they are.

		Anything I do online can be shared and might stay online forever. I don't keep secrets or do dares and challenges just because someone tells me I have to. I can visit www.thinkuknow.co.uk with adult support to learn more about keeping safe online.

My trusted adults are: