



THE OAKS

COMMUNITY PRIMARY SCHOOL

MAKE A DIFFERENCE

IT - Acceptable Use Policy

Our Statement of Intent

To provide a life-long love of learning in a creative, collaborative and inclusive environment.

By:

developing a broad, balanced, context driven curriculum

providing a safe, stimulating and caring environment

fostering a sense of community where everyone is valued, respected and included

growing kindness and compassion.

In order to:

To make a difference everyday... to ourselves and those around us; contributing towards a better world.

Written - November 2024

Review - November 2025

This policy has been approved by the full governing body.

The Oaks Community Primary School - Acceptable Use Policy (2024)

For Pupils

EYFS (Ages 4–5)

- I only go online with a grown-up to help me stay safe.
- I am kind and respectful when online.
- I keep my personal information private.
- I tell a grown-up if something online makes me sad, scared, or confused.

KS1 (Ages 5–7)

- I use the internet only when an adult is with me.
- I click on links and buttons only if I understand them.
- I keep my personal information and passwords safe.
- I send only kind and polite messages.
- I know the school can monitor what I do online.
- I understand that breaking rules can lead to losing internet access, my parents being contacted, or serious incidents being reported to the police or social services.
- I can visit www.thinkuknow.co.uk to learn more about online safety.

KS2 (Ages 7–11)

- I always ask an adult for permission before using the internet.
- I only use websites and apps my teacher approves.
- I keep my information private and check facts before trusting them.
- I report anything upsetting or worrying to an adult immediately.
- I treat others kindly online and always credit other people's work.
- I understand breaking online rules could lead to consequences like losing device privileges, my parents being informed, or contacting authorities.
- I can visit www.childline.org.uk and www.thinkuknow.co.uk to learn more about online safety.

For Children with SEND

- I ask a grown-up before using the computer or internet.
- I make good and safe choices online.
- I use kind words and tell a grown-up if I see something upsetting.
- I understand breaking rules can mean adults may step in to help me stay safe.

For Parents/Carers

- I have read and discussed the Acceptable Use Policy with my child.
- I understand the school teaches online safety and monitors internet use.
- I support my child's safe and responsible online behavior at home.
- I will contact the school with any safety concerns and seek advice from www.nspcc.org.uk/online-safety.
- I will model safe online behavior for my child.

For Staff, Volunteers, and Visitors

- I will use school ICT systems professionally and securely.
- I will protect sensitive data and keep passwords confidential.
- I will communicate with pupils and parents only through school-approved channels.
- I will ensure my online conduct upholds the school's reputation.
- I will report any online safety concerns or breaches immediately.
- I will not share inappropriate material or try to bypass security systems.

Use of Cloud Systems (Google Apps for Education)

- Pupils use Google Classroom, Class Dojo, and Padlet for collaborative learning.
- Parental consent is required for student accounts.
- Data is stored securely in compliance with UK-GDPR and Data Protection Act 2018.
- Pupils are supervised and taught how to use these systems responsibly.

Wi-Fi Use

- The school Wi-Fi is for educational and school-related use only.
- Passwords are confidential and must not be shared.
- Devices must have updated security software.
- Misuse may lead to restricted access or disciplinary action.

Social Media Use

- Only appropriate, respectful content may be posted on official school accounts.
- Accounts must be secured with strong passwords and monitored by leadership.
- Content must comply with school policies and legal standards.
- Misuse may result in content removal and disciplinary action.

Acknowledgement

- All pupils, parents, staff, and visitors must read, understand, and sign this policy.
- Signing confirms agreement to follow the rules and procedures outlined.