E-Safety quick tips...

njoy the internet but **stay safe**

haring your password is not allowed!

ccepting people you don't know is **dangerous**

lag it and tell an adult if it needs to be **blocked!**

nd chats if you feel uncomfortable! And don't share any **personal details**.

ell it, save it, don't hide it. Teachers can help!

ou're all clued up on **E-Safety** now—spread the word.

Cookridge Holy Trinity Church of England (A) Primary School

E-Safety

A child-friendly policy

At Holy Trinity C of E, our aim is to ensure everyone is safe online. Our policy covers any electronic equipment that can access the internet which is ipads, computers, laptops and chromebooks in our school. We would like to educate the pupils of Holy Trinity so that they are not only safe using the internet in school but also out of school and in their homes.

At Cookridge Holy Trinity we have to sign an 'Acceptable Use Policy' in KS1 and KS2.

EYFS/KS1 Pupil Acceptable Use Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

KS2 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will **never** arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

The Smooth Wall

When using the internet in our school. We have something called a 'Smooth Wall' which acts as a protective barrier. To try and keep us safe and blocks inappropriate material . However, it can sometimes fail and as pupils we must take   anything inappropriate off the screen immediately and tell a teacher or other responsible adult.

The Role of Adults in School

All adults in the school have to sign an Acceptable Use Policy as well. The teachers at our school try and make sure everybody is safe when online. It is really important that we tell the teacher if we see anything inappropriate or that upsets us.

The amount of Screen time

There are lots of great educational apps/games and programmes but it is important that we limit the amount we use them. The recommended maximum amount is 2 hours a day (this includes TV time).