Internet and Technology Acceptable Use Policy

I understand that the internet and technology (such as computers and tablets) must be used responsibly to make sure that myself, the technology and other users stay safe and secure.

This includes using Google Classroom, Ed Shed, Times Tables Rockstars and any other internet links, programs or apps my teachers may encourage me to use to help my learning.

I can use the SMART rules to help me:

SAFE:

- I will keep my usernames and passwords safe and secure. I understand that I must not use anybody else's usernames or passwords.
- I will not share any personal details about myself or anyone else online. This includes information such as: name, age, address, email addresses, passwords, usernames, telephone numbers.
- I understand that personal information can also be seen in photos and videos. I will only upload photos to **assignments in Google Classroom** if they are relevant to my learning. I will not post them anywhere else. I need to also make sure that there is nothing in the photo that gives away any unnecessary personal information (such as my address or email address).
- I understand that using technology late at night can disturb my sleep. I will agree with my parents/carers a suitable time to access online learning.
- I will only use Google Classroom, EdShed, Times Tables Rockstars (and any other online resources) for my learning and not for any other reason (e.g. gaming). These platforms are extensions of our school learning; I must treat my work, teachers and class members as I would in school.

MEET:

- I will tell an adult straight away if anyone that I **only know online** asks for photos, information or to meet me in person. With my grown up, we can report them here: https://www.thinkuknow.co.uk/
- It can be very dangerous to meet someone I have only spoken to online in real life (offline). If I do, then I must meet them in a public place and take an adult with me.

ACCEPTING:

- I know not to click on or accept any links, files, photos or other media from anyone I do not know. If I receive any of these things, I will tell and adult straight away.

- I know that the links, documents and resources uploaded to Google Classroom by my teachers are safe, but I will still follow these rules and tell/ask an adult straight away if there is anything I am unsure about.

RELIABLE:

- I understand that I cannot trust everything I read online – it might not be true. I will check what I read online by checking more than 1 website or discussing what I have read with an adult.
- I know that other people's work, information, pictures or videos online belongs to them. I will only use it in my work if I have their permission.
- If something is protected by copyright (such as music, videos), I will not make any copies of this material.

TELL:

- I will tell some immediately if I receive or see anything online that upsets me, is inappropriate or upsetting. I know to tell a trusted adult, such as a parent or carer. I know that I can also tell my teacher or another adult in school that I trust and they will get back to me as soon as possible (adults can use: pastoral@phoenix.coventry.sch.uk or 02476 613932).

BE SMART WITH A HEART:

- I will act responsibly and respectfully online, making sure that my messages and work are kind and appropriate.
- I will also make sure that I only use kind language online.
- I appreciate that other people might have different beliefs to me.

Also, with an adult, please read the **General Data Protection Regulations Students' Privacy Notice document.**

I have read and understood this acceptable use policy and agree to follow it. I also understand that my teachers can see and monitor my use of Google Classroom, EdShed and Times Table Rockstars, and they may contact my parents/carers if there is anything inappropriate. I will complete the Google Form to confirm that I have read and understood this policy.

If you have a query about how to use Google Classroom, any of the other platforms or general IT Support, please contact Mr Vernon: itsupport@phoenix.coventry.sch.uk or Mr Dewis: adewis@phoenix.coventry.sch.uk If you have an online safety query or concern please contact the safeguarding team: pastoral@phoenix.coventry.sch.uk (This email address is monitored by Mrs Webb, Mrs Mclean and Mrs Simpson).

Other Useful E-Safety Resources:

Our School E-Safety Page: https://www.wykencroft.coventry.sch.uk/esafety

Think U Know: https://www.thinkuknow.co.uk/

Childline: Online and Mobile Safety: https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/