



## Acceptable user policy

This policy will ensure that all children stay safe when accessing the 'online world' and their remote learning. There are many different statements that children need to be aware of and understand in order to do so. Please read the below information for the relevant Key stage for your child/children.

### EYFS/ Key stage 1

- I only use the internet when an adult is with me.
- I will ask a teacher or suitable adult if I want to use the computers / Ipads.
- I will only use website that my teacher has chosen.
- I will keep my personal information and passwords safe online.
- I have read and talked about these rules with parents/guardians.
- I will always tell an adult / teacher if something online makes me feel unhappy or worried.
- 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 can visit websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.

### Remote learning

#### Reception and Year 1 - Tapestry

- I will upload appropriate pictures / videos to my child/ children's area.
- I will acknowledge the teacher's posts by 'liking' them.
- I will ensure that any comments I make are appropriate.
- I understand that teacher's may not respond outside of 'school hours'.
- I will not directly email or message teachers via social media or their staff / personal email addresses.
- I will use [inbox@ankermoor.org](mailto:inbox@ankermoor.org) for technical support or access concerns.
- Screen recordings, screenshots or recordings of teaching videos must not be taken. Should this happen, further steps will have to be taken as this will be dealt with as a breach of data protection.





### Key stage 2

- I will only use websites that my teachers have chosen.
- I will use my computers for work unless I have permission otherwise.
- I know that I may be able to use the internet for a variety of reasons but I must use it responsibly.
- I know that being responsible means that I will not actively look for bad language, inappropriate images or violent or unsuitable games and that I should report it to a safe adult if I accidentally come across any of these.
- I will not arrange to meet someone unless it has been approved by a teacher or parent.
- I am aware that everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult.
- I will always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I will only send messages which are polite and friendly.
- I will keep my personal information safe and private online.
- I will keep my passwords safe and will not share them with anyone.
- I will not access or change other people's files or information.
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or responsible adult.
- I will only change the settings on the computer if a teacher has allowed me to.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
- If I get unpleasant, rude or bullying emails or messages I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online.





# Fierté Multi Academy Trust

## Ankermoor Primary Academy



### Remote learning

#### Year 2 and KS2 - Microsoft Teams

- Myself and my parents / carers, will check my Teams regularly to keep track of assignments, messages or any other useful information.
- I will understand my teachers will only be available between 9:00am and 3:00pm, they may choose respond outside of these times but there is no obligation for them to do so.
- I will use the 'hand in' button when I have uploaded my work so my teachers can receive it.
- I will make sure that I am not in an inappropriate setting during live online sessions, e.g. a bedroom.
- I will make sure that I am appropriately dressed when attending live lessons.
- I will not record live online tutor lessons.
- I will not speak during live lessons unless I have been prompted or have a question. In which case, I will use the 'raise hand' function.
- I will report any technical issue to my teacher or to [inbox@ankermoor.org](mailto:inbox@ankermoor.org)  
- Parents will have to do this via their emails.
- I will adhere to my school's behaviour policy at all times during live lessons and within the Teams areas, as I would during a normal school day.
- I understand that if I breach the 'code of conduct', I may be disciplined in line with the behaviour policy.
- I am aware that I can report any online abuse or inappropriate content via the reporting channel within Teams.
- Screen recordings, screenshots or recordings of teaching videos must not be taken. Should this happen, further steps will have to be taken as this will be dealt with as a breach of data protection.

Please click the link below to sign the online form to register that you have read and agree to the details inside this policy.

<https://forms.office.com/Pages/ResponsePage.aspx?id=1ksIyJx0OkWsK1eu8-7dffXnWoMztDNEsS3KaiOyxGZURDFSMVIPNURDTThSTFgwTkJYMKJVOUpGVi4u>

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Learn Together, Achieve Together

