



The SMART Rules

Wondering how to stay safe online? Follow our SMART rules – top tips for using the internet safely and positively.

Pupil Acceptable Use Policy

Technology is a fantastic resource to support learning within school and to communicate with others. The School encourages its appropriate, effective and safe use. All users of technology and devices in school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

- ⊗ I understand that I have rights and responsibilities in using ICT and will act responsibly when using technology, digital devices or the Internet.
- ⊗ I will learn the school's SMART rules to keep myself safe inside and outside of school (see opposite)
- ⊗ I will report any suspected misuse or problems to a teacher or trusted adult within school.
- ⊗ I will make sure there is permission to use any material that I find (*i.e.* copyright).
- ⊗ I will keep my passwords secret

Communication – (Office 365 email, Twitter, blogging, Skype etc.)

- ⊗ I will be careful in my communications making sure that nothing I write is offensive, and that it is considerate.
- ⊗ I will not write anything that could be seen as insulting to the school.

Online Bullying

- ⊗ I understand that the school will not accept bullying in any form.
- ⊗ I will be careful with all communications making sure that anything I write is considerate and could not be interpreted as bullying.
- ⊗ I understand that I should report any incidents of bullying and know how to do this.

SAFE:



Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

MEET:



Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

ACCEPTING:



Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

RELIABLE:



You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

TELL:



Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk

BE SMART WITH A HEART:



Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.