

September 2023

AUP for Pupils



THE MILFORD ACADEMY



Milford Academy Acceptable Use Policy (AUP) for Pupils

Curriculum iPad - Acceptable Usage Guide

iPads will be permanently stored in trolleys, plugged in - and kept in secure cupboards in school. Please ensure the cupboards are locked at the end of each day

Each iPad has a designated place. Please put them back in the correct room - as it is easy to see at a glance if there are any missing!

Please leave the power leads in place.

The following points are for health and safety -

- Carry the iPad carefully using both hands!
- Encourage use of both hands for the keyboard.
- Please ask the children to keep the screens clean.
- Power leads must not be used for class use.

Acceptable Use

- Accessing Inappropriate Materials - All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute inappropriate materials.
- If an iPad is found unattended, it should be given to the nearest member of staff
- Please ensure the children close any open apps - especially internet browsers.
- Please don't send children to collect iPad trolleys.

At the end of the session - the iPads must be placed back where they came from & plugged in so they are ready for the next lesson.

RETURN ALL IPADS.

Note: please do not stack iPads on top of each other, as it can damage the screens.

Please report any misuse, loss or damage of any equipment to Jayne Elston.



Milford Academy Acceptable Use Policy (AUP) for Pupils

KS1 PUPILS

My name is _____

This is how I keep **SAFE online**:

1. I only use the devices I'm **ALLOWED** to
2. I **CHECK** before I use new sites, games or apps
3. I **ASK** for help if I'm stuck
4. I **KNOW** people online aren't always who they say
5. I don't keep **SECRETS** just because someone asks me to
6. I don't change **CLOTHES** in front of a camera I will tell a trusted adult if I'm asked to
7. I am **RESPONSIBLE** so never share private information
8. I am **KIND** and polite to everyone
9. I **TELL** a trusted adult if I'm upset, worried, scared or confused
10. If I get a **FUNNY FEELING** in my tummy, I talk to an adult

✓

My trusted adults are: _____ at school

_____ at home

For parents/carers

If parents/carers want to find out more, they can read Milford's full Online Safety Policy at [The Milford Academy - Policies](#) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

You can find support and online safety resources for parents at [The Milford Academy - Staying safe online](#)



Milford Academy Acceptable Use Policy (AUP) for Pupils

KS2 PUPILS

This agreement will help keep me safe and help me to be fair to others

1. ***I learn online*** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. ***I am creative online*** – I don’t just spend time on apps, sites and games looking at things from other people; I get creative to learn and make things!
3. ***I am a friend online*** – I won’t share anything that I know another person wouldn’t want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out, or I ask a teacher to reset it if I can’t.
5. ***I am careful what I click on*** – I don’t click on links I don’t expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
7. ***I know it’s not my fault if I see or someone sends me something bad*** – I don’t need to worry about getting in trouble, but I mustn’t share it. Instead, I will tell someone.
8. ***I communicate and collaborate online*** – with people I know and have met in real life or that a trusted adult knows about.
9. ***I know new friends aren’t always who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.
10. ***I don’t do public live streams on my own*** – and only go on a video chat if my trusted adult knows I am doing it and who with.
11. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
12. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
13. ***I keep my body to myself online*** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don’t send any photos without checking with a trusted adult.



Milford Academy Acceptable Use Policy (AUP) for Pupils

14. ***I say no online if I need to*** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
15. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, only use the ones I am allowed to use, and report bad behaviour.
16. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.
17. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
18. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
19. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.
20. ***If I bring my mobile phone into school*** - I will always hand it in to my class teacher as soon as I get to school, only collecting it at the end of the school day. I will not use it inappropriately on school premises.

~~~~~

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult: at school that includes my teacher,  
Mr Perkins, Mr Turner, Mrs Walker-Jones, Mrs Butler or Mrs Wallace.**

**Outside school, my trusted adults are \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

## For parents/carers

If parents/carers want to find out more, they can read Milford's full Online Safety Policy at [The Milford Academy - Policies](#) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). You can find support and online safety resources for parents at [The Milford Academy - Staying safe online](#)