Pupils – you will be using the online platform more often in the future to access homework set by your teachers or for online lessons should your year group bubble have to close or if we have a national lockdown in the future due to the COVID-19 pandemic. Therefore, we ask that you read and fully understand the following guidelines to ensure that you stay safe and keep others safe too.

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else. I will:

- Only open pages which my parent, carer or teacher has said are okay
- Talk to my parent, carer or teacher before using anything on the internet that I am unsure about
- Tell my parent, carer or teacher if anything makes me feel scared or uncomfortable
- Make sure all the messages I send and comments I leave are polite and positive
- Tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and I will not reply
- Not give my phone number or address to anyone online.
- Not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)
- Not upload photographs of myself onto the computer or internet without my parent or carer's permission
- keep any passwords I have private
- Only speak to people I know online and on the phone.
- Never agree to share photos, phone, video call or meet a stranger.
- Always make sure my parent/carer knows who I am talking to or messaging.

Microsoft Office 365:

- When using Microsoft Office, the teacher may let pupils comment, or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour - you are polite and positive and comments should be related to your learning.
- Remember - teachers can see exactly who posts what on Office 365.

- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time.
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil.
- All pupils must be suitably dressed and in a suitable location.

UNACCEPTABLE USE - Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carer.