



Acceptable Use Policy for Digital Equipment Pupil Version

At Mortimer Primary School your health, safety and happiness are very important to us!

We will teach you how to recognise risks in different situations and how to protect yourselves and stay safe both in the real world and online.

The Acceptable Use Policy is about showing respect when using digital devices and how we use them both in and outside of school.

School Devices

When children are using school devices we have to follow a number of rules to keep ourselves and others safe.

- Do not search for anything on the internet that is not part of the lesson.
- Respect the equipment and use it appropriately.
- If something isn't working or broken or an image appears that gives you a **yukky** feeling, tell a trusted adult.

Devices from home

You are not allowed to use your phone or digital tablet from home in school.

In KS2 you may need to bring your phone to school if you are travelling independently. You must not use the phone or any of its functions (such as camera) while at school. Your phone must be turned off and given to your teacher at the start of the day and then turned on only when you have left school.

Social Media and Gaming

Social media and gaming is a big part in some people's lives. You have to be alert because although it may seem safe, it isn't all the time. Here are the golden rules: -

Is it age appropriate? Do I know the people I am talking to? Would I say it to someone's face? Is it mine to share?

If gaming or social media gives you **yukky** feelings you should say no and if it is a person ask them to stop, walk/move away and talk to a trusted adult.

Learning Platforms

We use learning platforms such as Google Classroom, TT Rockstars, Reading Plus and Spelling Shed to expand our learning. These friendly, age appropriate resources allow our learning to also be possible at home.

These resources should be used as directed by your teacher and should not be used to contact others.

Google Classroom is not a form of social media and should be used for work projects only.

Google Account, emailing and contacting teachers

Your Google account gives you access to email and file storage. This is monitored for your safety by Esafe. You can not receive emails from people or companies outside of the school. You should not email teachers or your friends. If you or your adult wishes to contact a member of staff they must do so via the school office during school hours.