

# **Acceptable Use Policy (AUP)**

## **KS1 Pupils**

### **2024-2025**



**St James CE Primary**

## **OUR TRUST'S PRAYER**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning,  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
*Learn, Love and Achieve, Together with Jesus*

Amen

My name is \_\_\_\_\_

|  |  |   |
|--|--|---|
| To stay <b>SAFE online and on my devices</b> : |  | ✓ |
| 1.   | I only <b>USE</b> devices or apps, sites or games if I am allowed to           |   |
| 2.   | I <b>ASK</b> for help if I'm stuck or not sure                                 |   |
| 3.   | I <b>TELL</b> a trusted adult if I'm upset, worried, scared or confused        |   |
| 4.   | If I get a <b>FUNNY FEELING</b> in my tummy, I talk to an adult                |   |
| 5.   | I look out for my <b>FRIENDS</b> and tell someone if they need help            |   |
| 6.   | I <b>KNOW</b> that online people aren't always who they say they are           |   |
| 7.   | I <b>KNOW</b> things I read online are <b>not</b> always true                  |   |
| 8.   | Anything I do online can be shared and might stay online <b>FOREVER</b>        |   |
| 9.   | I don't keep <b>SECRETS</b> unless they are a present or nice surprise         |   |
| 10.  | I don't have to do <b>DARES AND CHALLENGES</b> even if someone tells me I must |   |
| 11.  | I don't change <b>CLOTHES</b> or get undressed in front of a camera            |   |
| 12.  | I always check before <b>SHARING</b> my personal information                   |   |
| 13.  | I always check before <b>SHARING</b> other people's stories and photos         |   |
| 14.  | I am <b>KIND</b> and polite to everyone  |   |

My trusted adults are:

\_\_\_\_\_

at school

\_\_\_\_\_

at home

\_\_\_\_\_

**Review Schedule**

|                        |                                   |
|------------------------|-----------------------------------|
| Policy Author          | Data Protection Officer (DPO)     |
| Policy Approver        | Trust Corporate Services Director |
| Current Policy Version | 1.5                               |
| Policy Effective From  | 1 <sup>st</sup> September 2024    |
| Policy Review Date     | By 31 <sup>st</sup> August 2025   |

**Revision Schedule**

| <b>Version</b> | <b>Revisions</b>   | <b>By whom</b> |
|----------------|--|----------------|
| 1.0            | Original document produced   | DPO            |
| 1.1            | Updated in line with KCSIE 2020 and COVID-19 (amendment to point 9 added "or get undressed") | DPO            |
| 1.2            | Reviewed in line with KCSIE 2021 – no changes.   | DPO            |
| 1.3            | Reviewed in line with KCSIE 2022 – no changes other than rebranding and new Trust Prayer.    | DPO            |
| 1.4            | Reviewed in line with KCSIE 2023. New bullet point 7, 9 and 13.                              | DPO            |
| 1.5            | Reviewed in line with KCSIE 2024. No change.   | DPO            |
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