



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Online Safety & E-Safety Policy

Child Friendly Acceptable Use Policy

1. Introduction

- 1.1 New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.
- 1.2 This Acceptable Use Policy (AUP) is intended to ensure:
- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
 - that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 1.3 MMPS will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible user

Early Years and Key Stage 1 (0 - 7)

I know that I must use computers in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computer and other users.

For my own personal safety:

- I only use the internet when an adult is with me;
- I only click on links and buttons when I know what they do;
- I keep my personal information and passwords safe online;
- I only send messages online which are polite and friendly;
- I know the school can see what I am doing online;
- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- I have read and talked about these rules with my parents/carers;
- I always tell an adult/teacher if something online makes me feel unhappy or worried;
- I can visit a number of internet sites to learn more about keeping safe online, such as:
 - [ThinkUKnow](#)
 - [CBBC Stay Safe](#)
 - [Kidsmart](#)
 - [Safety Net Kids](#)
 - [Safe Search](#)



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



Key Stage 2 (7 - 11)

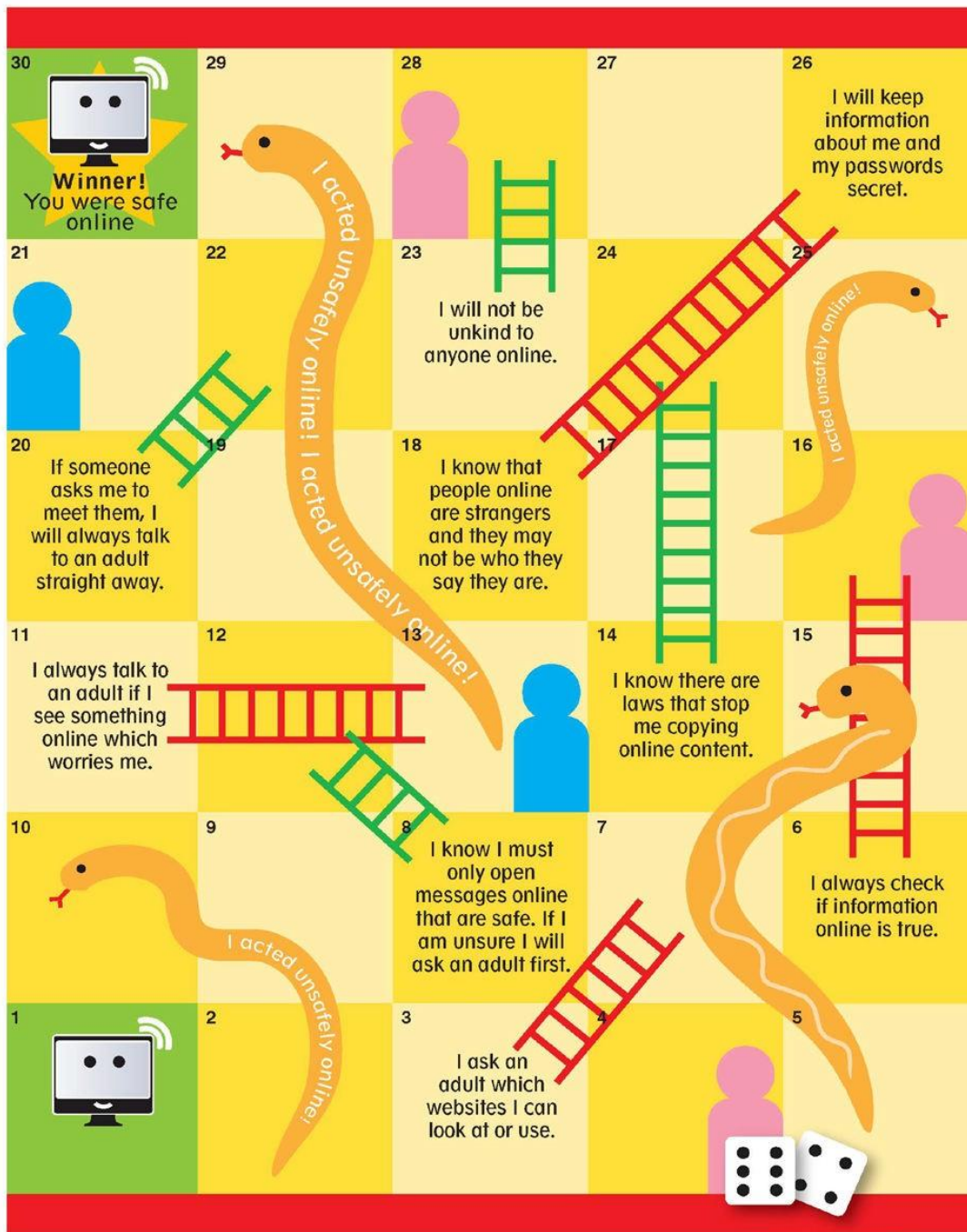
I know that I must use ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I always ask permission from an adult before using the internet;
- I only use websites and search engines that my teacher has chosen;
- I use my school computers for school work unless I have permission otherwise;
- I ask my teacher before using my own personal device/mobile phone
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult;
- I always credit the person or source that created any work, image or text I use;
- I only talk with and open messages from people I know and I only click on links if I know they are safe;
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened;
- I only send messages which are polite and friendly;
- I keep my personal information safe and private online;
- I will keep my passwords safe and not share them with anyone;
- I will not access or change other people's files or information;
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission;

- I will only change the settings on the computer if a teacher/technician has allowed me to;
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it;
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult;
- I know that my use of school computers and Internet access will be monitored;

- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- I have read and talked about these rules with my parents/carers;
- If I am aware of anyone being unsafe with technology then I will report it to a teacher;
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online.



STAY SAFE Online