# Cover sheet – delete this page once you have finished editing the document

* This document has been written for KS2 pupils; whilst it is quite long, all the items are there for a reason. That said, you may well want to edit / remove / add items based on the knowledge of your pupils
* Items highlighted in yellow need editing/completing/removing before you share the document
* Feel free to add your school name and logo, but please do not try to remove our branding/links
* If you need a simpler or a more complex version for different groups of pupils, why not look at the other versions at [safepolicies.lgfl.net](https://safepolicies.lgfl.net), e.g. the one for KS1, or the symbolised version, which is great for learners with SEND (and others), or the more detailed KS3/4 version.
* Please note that this document covers sensitive issues, including getting undressed (why? See [undressed.lgfl.net](https://undressed.lgfl.net))
* We would love to hear how you use this AUP / if it’s useful, how we can improve it and what else we can do to support you – get in touch with @LGfLDigiSafe on [Facebook](https://www.facebook.com/lgfldigisafe) or [Twitter](https://twitter.com/LGfLDigiSafe)
* Remember to talk about what or who a trusted adult is
* We provide online safety educational resources (filtered by theme or key stage) at [saferesources.lgfl.net](https://saferesources.lgfl.net/); why not display this on a classroom wall alongside one of our online safeguarding [posters](https://posters.lgfl.net) at [safeposters.lgfl.net](https://safeposters.lgfl.net)?; CPD support at [safecpd.lgfl.net](https://cpd.lgfl.net)
* This document has been updated for September 2019

# 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. School internet and devices are monitored.
2. ***I ask permission*** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.
3. ***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, and I remember my Digital 5 A Day.

You may wish to introduce the Children’s Commission Digital 5 A Day – if not, delete the reference. [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](https://www.childrenscommissioner.gov.uk/our-work/digital/5-a-day/)

1. ***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.
2. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don’t share passwords!
3. ***I am careful what I click on*** – I don’t click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
4. ***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.
5. ***I know it’s not my fault if I see or someone sends me something bad*** – I won’t get in trouble, but I mustn’t share it. Instead, I will tell a trusted adult. If I make a mistake, I don’t try to hide it but ask for help.
6. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
7. ***I know new online friends might not be 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.
8. ***I check with an adult before I meet an online friend*** face to face for the first time, and I never go alone.
9. ***I don’t do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
10. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes in front of a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
11. ***I say no online if I need to*** – I don’t have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
12. ***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.
13. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
14. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
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, block bullies and report bad behaviour.
16. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
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.

**~~~~~~~~~~~~~~~~~~~~~**

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

**If I have any questions, I will speak to a trusted adult: at school that includes [ either leave a blank for pupils to complete or write the names of staff here ].**

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

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

# For parents/carers

If your parents/carers want to find out more, they can read [ insert school name here ]’s full Online Safety Policy [ insert link here – there is a template at [safepolicies.lgfl.net](https://safepolicies.lgfl.net) ] for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.