

Hellingly Community Primary School



Acceptable Use of Technology for Pupils & Parents/Carers

Reviewed by: L Hill

Date: January 2019

Signed by Headteacher:

Date: January 2019

Signed by Governors:

Date: January 2019

Date to be reviewed:

Date: September 2019

Pupils Acceptable Use Policy

Larger versions of the posters available for use to reinforce the schools expectations regarding pupils' acceptable use of technology can be found at www.kelsi.org.uk (via the e-Safety section) and www.eiskent.co.uk

Acceptable Use Statements for Early Years and KS1 (0-7 years)

- ✓ 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:
 - I will be issued with an instant red
 - Mrs Crawford or Mrs Andrews will meet to talk to me
 - The incident will be discussed with my parents
 - I may no longer be allowed to use the internet in school
- ✓ 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 www.thinkuknow.co.uk to learn more about keeping safe online

EYFS and KS1 shortened version (for use on posters etc.)

- ✓ I only go online with a grown up
- ✓ I am kind online
- ✓ I keep information about me safe online
- ✓ I tell a grown up if something online makes me unhappy or worried

Early Years and KS1 Acceptable Use Poster

Be

1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



Online

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



Statements for KS2 Pupils (7-11 years)

- 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 am not allowed to use my own personal devices/mobile phone unless it is agreed with a teacher
- 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 peoples 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 devices/computers and Internet access will be monitored
- I know that if I do not follow the rules then:
 - I will be issued with an instant red
 - Mrs Crawford or Mrs Andrews will meet to talk to me
 - The incident will be discussed with my parents
 - I may no longer be allowed to use the internet in school
- 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

KS2 Shortened version (for use on posters etc)

- I ask an adult which websites I can use
- I will not assume information online is true
- I know there are laws that stop me copying online content
- I know I must only open online messages that are safe and if I'm unsure then I won't open it without speaking to an adult first
- I know that people online are strangers and they may not always be who they say they are
- If someone online suggests meeting up then I will always talk to an adult straight away
- I will not use technology to be unkind to people
- I will keep information about me and my passwords private
- I always talk to an adult if I see something which makes me feel worried

KS2 Acceptable Use Poster

30 Winner! You were safe online

29 I will keep information about me and my passwords secret.

28 I will not be unkind to anyone online.

27

26

25 I acted unsafely online!

24

23 I know that people online are strangers and they may not be who they say they are.

22

21

20 If someone asks me to meet them, I will always talk to an adult straight away.

19 I acted unsafely online! I acted unsafely online!

18

17

16 I acted unsafely online!

15 I know there are laws that stop me copying online content.

14

13

12

11 I always talk to an adult if I see something online which worries me.

10 I acted unsafely online!

9

8 I know I must only open messages online that are safe. If I am unsure I will ask an adult first.

7

6 I always check if information online is true.

5

4 I ask an adult which websites I can look at or use.

3

2

1 Online

STAY SAFE
Online



Statements for Children with Special Educational Needs and Disabilities

(These statements are based on ability levels rather than age)

Children and Young People functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see something I don't like online I tell a grown up
- I know that if I do not follow the school rules then:
 - I will be issued with an instant red
 - Mrs Crawford or Mrs Andrews will meet to talk to me
 - The incident will be discussed with my parents
 - I may no longer be allowed to use the internet in school

Children functioning at Levels P7-L1 (Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask a grown up if I want to use the computer
- On the internet I don't tell strangers my name
- I know that if I do not follow the school rules then:
 - I will be issued with an instant red
 - Mrs Crawford or Mrs Andrews will meet to talk to me
 - The incident will be discussed with my parents
 - I may no longer be allowed to use the internet in school

Meeting

- I tell a grown up if I want to talk on the internet

Accepting

- I don't open emails from strangers

Reliable

- I make good choices on the computer

Tell

- I use kind words on the internet
- If I see something I don't like then I tell a grown up

Parent/Carers Acceptable Use Policy Statements

- I have read and discussed the Acceptable Use Policy (attached) with my child.
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I know that I can speak to the school Online Safety Leader, Mrs Andrews, or my child's teacher if I have any concerns about online safety.
- I will visit the school website www.hellingly.e-sussex.sch.uk for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online.
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly including abiding age ratings for games & films) and by discussing online safety with them when they access technology at home.

I have read the Parent/Carer Acceptable Use Policy.

Child's Name..... Class.....

Parents Name..... Parents Signature.....

Date.....

Note: Please be aware that if parents/carers refuse to sign and agree the AUP then this can cause issues as children will need to use the internet in order to access the curriculum. Schools must have a robust process in place to manage and record parental responses and also to engage with parents who do not respond.

Letter for parents/carers

Dear Parent/Carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Email
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones

Hellingly Community Primary School recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However we also recognise there are potential risks involved when using online technology and therefore have developed online safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. Access to the internet is supervised at all times. Acceptable use rules are displayed in all classrooms and in and around the school building. All computers have a built in firewall and are monitored via Securus. However, no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the schools internet and ICT facilities.

Full details of the school's Acceptable Use Policy and Online Safety Policy are available on the school website www.hellingly.e-sussex.sch.uk and attached to this email.

We request that all parents/carers support the schools approach to online safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website's www.hellingly.e-sussex.sch.uk for more information about the school's approach to online safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online.

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content. You will be asked to sign the Acceptable Use agreement at your child's Parent Consultation meeting in March. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the school Online Safety Leader, Mrs Andrews

Yours sincerely,
Headteacher