

St James' CEP Online Safety Rules

Key Stage 1

Think then Click

These rules help us to stay safe on the internet



- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We don't share our passwords with other children.
- We can search the internet with an adult.
- We always ask if we get lost on the internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know.



Key Stage 2

Think then Click

These rules help us to stay safe on the internet



- We ask permission before using the internet.
- We only use websites/search engines that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use internet chat rooms.





St. James' Church of England Primary School

**'Building One Faith, One
Family,
Our Future'**

**Parental Acceptable Use
Agreement
Online Safety Rules**

St James C of E Primary School C of E Primary School

Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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.

This Acceptable Use Policy 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 systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy - Online Safety Rules is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form attached to show their support of the school in this important aspect of the school's work.

KS2

I know that my son / daughter has signed an Acceptable Use Agreement - Online Safety Rules - and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

KS1

I understand that the school has discussed the Acceptable Use Agreement - Online Safety Rules with my son /daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's /daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy- Online Safety Rules.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

This form is printed and will be stored in a locked cupboard in school. School staff may have access to this if needed whilst your child attends our school. Once your child leaves our school the form will be shredded.

Use of Digital / Video Images

The use of digital /video images plays an important part in learning activities. Pupils and members of staff may use digital cameras/Ipads to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publically shared by any means, only your child's first name/initials may be used.

The school will comply with the Data Protection Act and request parents /carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents /carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents /carers comment on any activities involving other pupils in the digital / video images.

Parents /carers are requested to sign the separate permission form to allow the school to take and use images of their children and for the parents /carers to agree.

This form is printed and will be stored in a locked cupboard in school. School staff may have access to this if needed whilst your child attends this school. Once your child leaves this school the form will be shredded.

Images may be published on the school website, local press, etc. Images will be stored on the school computers and staff in school will have access. The images will be stored whilst your child attends this school. Once your child leaves this school the images will be deleted. Some images may be kept for historical purposes. These will be locked in a separate area within school. A parent/carer can request deletion of an image at any time by written request to the office.

Acceptable Use - Online Safety Rules

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety rules have been understood and agreed.

Pupil:	Class:
Pupil's Agreement <ul style="list-style-type: none">• I have read and I understand the school Online Safety rules.• I will use the computer, network, mobile phones, internet access and other new Technologies in a responsible way at all times.• I know that network and internet access may be monitored.	
Signed:	Date:

Parent's Consent for Internet Access

I have read and understood the school Acceptable Use Agreement - Online Safety Rules and give permission for my son /daughter to access the internet. 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 know that my son / daughter has signed an Acceptable Use Agreement- Online Safety Rules and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

I understand that the school may use monitoring software where this is available to ensure that inappropriate materials are not being stored or used on school equipment.

I understand that digital images and videos may be used on the school website, local press, etc. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:	Date:
Please print name:	

IMPORTANT - Please complete, sign and return to school