Water Primary School
Online Safety Policy & Permissions

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment.

This is particularly relevant when using Social Network Sites which are becoming increasingly popular amongst both the adult population and young people. However, many sites do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider School online safety Policy and alongside the school's Behaviour Policy outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible.

Along with addressing online safety as part of your child's learning, we will also be giving advice to parents and carers about online safety during the school year.   If you would like to find out more about online safety for parents and carers, please visit the Lancsngfl online safety website http://www.lancsngfl.ac.uk/onlinesafety . Plus our website www.water.lancs.sch.uk. Click on pupils then online safety.

Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguards the pupils in school. If you have any concerns or would like to discuss any aspect of the use of ICT in school, please do not hesitate to contact *me.*

Yours sincerely,

Miss E McKay
Headteacher

Water Primary School
KS1/KS2 Internet Access Permission

Acceptable Use Policy – Pupils (Key Stage 1)

These rules are a reflection of the content of our school's online safety Policy. It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only go online tools when a trusted adult is present.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or unkind.
- ✓ If I accidentally find anything that is inappropriate I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will not tell other people online my name, phone number or address.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open or delete my own files.
- ✓ I know that these rules are to keep me safe.
- ✓ I know that my parents can be told if I break these rules.

Acceptable Use Policy – Pupils (Key Stage 2)

These rules are a reflection of the content of our school's online safety Policy. It is important that parents/carers read and discuss the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use the Internet and/or online tools when a trusted adult is present.
- ✓ I will only use my class e-mail address or my own school email address when emailing.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- ✓ I will not deliberately bring in inappropriate electronic materials from home.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I accidentally find anything inappropriate I will tell my teacher immediately.
- ✓ I will only communicate online with people a trusted adult has approved.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not give out my own, or others", details such as names, phone numbers or home addresses.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will not arrange to meet anyone that I have met online.
- ✓ I will only open/delete my own files.
- ✓ I will not attempt to download or install anything on to the school network without permission.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety.
- ✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

Water Primary School
KS1/KS2 Internet Access Permission

We have discussed this Acceptable Use Policy with our child and

Pupil name _____Class _____

agrees to follow the online safety rules and to support the safe use of ICT at school.

Signature   _____

Print Name   _____(Parent/Guardian)

Date   _____

This AUP must be signed and returned before any access to school systems is allowed.