

Date approved by Trustees: 19/3/18

Date of review:2019

Signed: 

## Acceptable Use Policy for Pupils and Parents



### Online Safety Rules

Dear Parent,

The Internet is an extremely rich resource both for learning and for recreation.

We will encourage children to make effective use of the information resources available on the Internet both for study and for recreation. We will encourage children to develop the appropriate skills and understandings that will enable them to use these resources well and safely, as well as the ability to analyse and evaluate the resources they find. These skills will be fundamental in the society our pupils will be entering. Children will be encouraged to make use of both the Internet and e-mail.

Our Internet access is through Norfolk County Council and within the school network we use a filtering system that restricts access to sites containing inappropriate content. All our screens are in public view and an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We ask both pupils and parents/carers to sign the form to show that the e-Safety rules have been understood and agreed. A full copy of the Online Safety policy is available on request or can be found on our website.

Yours faithfully,

Mrs A Lightbown

EYFS and 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 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

### e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we 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.

### **e-Safety Policy Parent/Carer Consent Form**

All pupils use computer facilities including Internet access as an essential part of their learning, as required by the National Curriculum. Both pupils and parents are asked to sign to show that e-Safety Rules have been understood and agreed. A full copy of the e-Safety policy is available on request.

Name:

Class:

#### **Pupil's Agreement**

- I have read and understand the school e-Safety Policy with my parents.
- I will use the computer network, e-mail, Internet and new technologies in a responsible way at all times.



- I know that my network, e-mail and Internet access may be monitored.
- I understand that these facilities may be withdrawn if I abuse them.

Signed:

Date:

**Parent's consent for web publication of work and photographs**

I agree that my son/daughter's work may be published electronically. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

**Parent's consent for Internet access**

I have read and understood the school e-safety policy and give permission for my son/daughter to access the Internet. I understand that school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but appreciate that this is a difficult task.

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.

Signed:

Date:

Please print name:

Please complete, sign and return to school ASAP. Thank you.

