



Dear Parent/Carer

All pupils at Felbridge Primary School use computer facilities and internet access as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a range of information and communication technology (ICT) resources. This may include access to:

- Computers, Chromebooks or laptops, tablets and other digital devices
- The Internet, which may include search engines and educational sites
- Google Suite and Google Classroom (a kind of learning platform)
- Games-based technologies
- Digital cameras, webcams and video cameras

Felbridge Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development, and believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. 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, discuss the content with them and return the attached forms (one for you and one for your child(ren)).

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.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Mrs E Thorp
Headteacher & Online Safety Lead

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Tandridge 
Learning Trust

Our Online Safety Guidelines

Year R, 1 and 2

I understand that these guidelines will help keep me safe and happy online.

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use computers, Chromebooks and tablets in school.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit websites my teacher helps me to find to learn more about keeping safe online.
- I know that if I do not follow the guidelines, I may not be allowed to use devices in school and my parents/carers may be informed.
- I have read and talked about these guidelines with my parents/carers.

Acceptable Use Policy: Felbridge Primary School Parental Acknowledgment

I, with my child, have read and discussed Felbridge Primary School’s Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools’ systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I with my child, am aware of the importance of safe online behaviour 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 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 the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child’s safety.

I will inform the school or other relevant organisations if I have concerns over the online safety of my child or other members of the school community.

I know that my child 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 will support the school’s online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child’s Name.....

Class.....

Parent’s Name.....

Parent’s Signature..... Date.....

PLEASE SIGN AND RETURN THIS SLIP TO THE OFFICE VIA YOUR CHILD’S CLASS.

Felbridge Acceptable Use Policy - Pupil Response

(For younger pupils, please explain these guidelines to your child in a way which makes sense to them)

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP, including the short version displayed on posters around the school, when:

1. I use school systems and devices, both at school, or if there is ever a reason I have been asked to use a school device out of school.
2. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, for example about a homework task or a school event.

Name (pupil to write).....

Class.....

Date.....

PLEASE SIGN AND RETURN THIS SLIP TO THE OFFICE VIA YOUR CLASS.