



Dear children of Felbridge School

All pupils at our school use computer facilities, including internet access, as an essential part of learning in today's modern British Society. You will have the opportunity to access a range of technology resources. This may include access to:

- computers, Chromebooks, laptops and tablet devices
- The Internet, which may include search engines and educational sites
- Google Suite and Google Classroom
- Digital cameras

At Felbridge Primary School, we know that technology is very important for your learning and development, both at school and at home. However, there are risks which we want to try and protect you from. The school will try to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Felbridge Primary School, we want to ensure that everyone who uses technology is safe and responsible. We will support you to:

- ☞ Know how to create digital content safely and responsibly;
- ☞ Use school resources and technology safely, carefully and responsibly;
- ☞ Be kind, respectful and caring, online and offline;
- ☞ Be safe and sensible online, and always know that you can talk to a trusted adult if you need help.

If you have any worries about online safety then you can speak with your class teacher. You can also speak to any member of staff including Mrs Sims, Mrs Ruffels, Mrs Warland or me, or use other websites such as www.thinkuknow.co.uk and www.childline.org.uk.

We would like you and your family to read our school Acceptable Use Policy and return the attached slip to show that you agree to our online safety guidelines and aim to be safe and responsible when online or using technology.

Thank you for reading this letter.

Mrs E Thorp
Headteacher & Online Safety Lead

Our Online Safety Guidelines Key Stage 2

I understand that the purpose of this agreement is to help keep me safe and happy online.

Safe

- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet, including in a shared Google Doc or Google Classroom if they are appropriate and if I have permission.
- I only talk with and open messages from people I know, and I only click on links if I know they are safe.
- 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.

Trust

- I know that not everything or everyone online is honest or truthful.
- I 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.

Responsible

- I always ask or am given permission before using a Chromebook or other school device.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen or allowed.
- I will not use my own personal devices/mobile phone in school.
- If I am allowed to have a phone for journeys to school, I will hand it in to the office on arrival. I know that my device may be confiscated if I bring it in without permission or try to keep it somewhere else.
- 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 people's files or information.
- I will only change the settings on the Chromebook/computer if a member of staff has allowed me to.

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored.
- I have read and talked about these guidelines with my parents/carers.
- I know I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online.
- I know that if I do not follow the school guidelines then I may lose access to devices or the internet; my parents/carers may be informed; or other sanctions may be used in line with the behaviour policy.

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a member of staff.
- 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.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will close the Chromebook or minimise the page and tell an adult straight away.

Felbridge Acceptable Use Policy - Pupil Response

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.