



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 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 form. Pupils in Key Stage 2 have a separate letter and form of their own which we also ask to be returned.

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 Rules- 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 rules 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 rules 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.

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 my child’s or other members of the school communities’ safety online.

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 schools 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.