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HEADTEACHER: MRS. E. PEARSON

23 September 2022

Dear Parents and Carers,

At this time of year we always review our safeguarding policies and procedures.

As part of this we have been reviewing the acceptable use policy for children. This is how they use technology, how to keep safe and what parents can do to support this.

I have enclosed three documents.

The first is the children's acceptable use policy. This outlines the expectations for the children when using technology both in school and out. It also covers being safe online and what to do if they feel unsafe or worried about anything online or via social media.

There is one set for Early Years and Key Stage 1 and one set for Key Stage 2.

Teachers will read through the statements and remind children before any ICT lessons.

We would like you to read the statements through with your child.

The second document is the Pupil Agreement Acceptable Use Policy Form.

**You do not need to send this back in.** If you disagree with anything on the pupil acceptable use form or the parent acknowledge form please contact the school office by Friday 23<sup>rd</sup> September. If we don't hear from you by this date we will assume you agree with the content.



The third document is the Parent/Carer AUP Acknowledgement Form. This document sets out what we expect parents to do and how they can support their child.

If you have any questions please contact me.

Kind regards

Mrs Pearson

## Pupil Acceptable Use of Technology

### Early Years and Key Stage 1 (0-6)

I understand that the Teynham C of E Primary School Acceptable Use Policy will help keep me safe and happy online.

- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- 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 school computers and tablets.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the rules my parents/carers will be told.
- I have read and talked about these rules with my parents/carers.



## Key Stage 2 (7-11)

I understand that the Teynham C of E Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

### Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will 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.

### Learning

- I will leave my own personal smart devices and/or mobile phone at the school office at the start of the day.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote/online learning AUP

### Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.



- I will only change the settings on a device if a member of staff has allowed me to.

## Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that if I do not follow the school rules then my parent/cares will be informed.

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see, or someone sends me, something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.
- I have read and talked about these rules with my parents/carers.



# Pupil Acceptable Use Policy Agreement Form

If you disagree with any of the content of pupil acceptable use policy or the parent acknowledgement form please contact the school office. If we do not hear from you by Friday 23<sup>rd</sup> September we will sign the form below on your behalf.

## Teynham C of E Primary School Acceptable Use of Technology Policy Pupil Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I will not use my own devices in school, including mobile phones, smart technology, gaming devices, and cameras.
3. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....



## Parent/Carer AUP Acknowledgement Form

### Teynham C of E Primary School Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Teynham C of E Primary School pupil acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of school devices and systems on site and at home and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. I am aware that any use of school devices and systems are appropriately filtered and may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the school mobile and smart technology policy states that my child cannot use personal device and mobile and smart technology on site. Mobile phones should be handed to the office at the start of the day.
5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school AUP.
6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.
7. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school.



8. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.
9. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.
10. 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.
11. I understand my role and responsibility in supporting the schools online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

