



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

BOLSHAW PRIMARY SCHOOL



Safeguarding - E-Safety

Acceptable User Policy

for parents and children



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Bolshaw Primary School

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safeguarding

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14th September 2016

E-Safety Acceptable Use Policy Agreement 2016-2017

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement Policy within school is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The internet provides children and young people with a wealth of opportunities for their entertainment, communication and education. But there are also risks of harm through the deliberate behaviour of others online, and through exposure to inappropriate content.

As children grow up in an increasingly digital world, they need to be aware of the risks they face online. We have designed a number of Internet Acceptable Use Agreements that are age-appropriate, and that outline correct use of new and emerging technologies.

These have been written following DfE best practice guidelines, and in conjunction with our Safeguarding Team. They form part of our school E-Safety Policy.

The school will try to ensure that our pupils, staff and volunteers will have good access to digital technologies to enhance learning opportunities for pupils, enhance their work and will, in return, expect our pupils to agree to be responsible users.

Information on all our e-safety procedures and policies can be found on our school website and VLE so that parents / carers are aware of the school expectations of the children in our care. E-safety procedures are also displayed in classrooms around school so children are aware of our e-safety contracts and expectations.

All parents/carers, children and staff are asked to sign the permission forms to show their support of the school in this important aspect of the school's work.



Schools
Curriculum
Award





E-Safety Acceptable Use Policy Agreement
September 2016-2017

Parent / Carer Consent for Internet Access:

Parent / Carers Name Pupil Name Class

I understand that the school has discussed the E-safety Pupil Acceptable Use Policy Agreement with my son / daughter and that they will receive regular online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

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 ICT 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 takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Social networking and media sites and Use of digital images, photography and video: I understand that the school has a clear policy on "The use of social networking and media sites" and "Use of digital images and video" and I support this. These can be found on our VLE and website.

I have read and understood the school's E-Safety Acceptable Use Policy Agreement and give permission for my son/daughter to access

- the Internet at school
- apps specifically selected to enhance learning
- the school's chosen email system
- the school's online managed learning environment (SMBC Moodle Service - VLE)
- ICT facilities and equipment at the school.

Signed: Date:

Please complete, sign and return to the office. Thank you



Parent /Carer Consent for Use of Digital / Video Images

Parent / Carers Name

Pupil Name

Class

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the children cannot be identified by the use of their names. A copy of our "Use of digital images and video" is available on our VLE and website.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images. Staff and authorised personnel (i.e school photographer) may also take digital images or video recordings of events for use in school.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree to the use of digital technologies in school.

- I agree for digital images and video recordings of my child to be used within school, placed on the school's website, school's twitter feed, the Class Dojo Story page and our VLE.
- I agree for digital images of my child to be used in newsletters/booklets which may be distributed to parents.
- I agree for my child to take part in school activities/performances where they may be photographed or videoed.
- I agree for my child to have their photograph taken by official press if required.
- I agree for my child's digital image and recordings of my child to be uploaded onto the 'snapfish' website to enable school staff to create photobooks, video clips, journals and artwork celebrating my child's achievements. (Images are stored on a secure password protected website.)
- I agree that any video, digital or photographic imagery I take at school events/performances which include images of children, other than my own, will be used solely for personal and domestic purposes and will not be put in the public domain (which includes social network internet sites e.g. Facebook)
- I agree that I will abide by the conditions set out in this letter, which is available for viewing on the school's website and VLE. I understand that I may retract this permission in writing at any time
- I also understand that CCTV is installed in the school grounds, but that this is used solely for security purposes and will not be used to monitor children.

Signed:

Date:

Please complete, sign and return to the office. Thank you



Bolshaw Primary School



E-Safety Acceptable Use Policy Agreement

Pupil E-Safety Contract
Foundation Stage E-Safety Rules
September 2016-2017

Please could you discuss the sentences below with your child and sign the agreement on their behalf.

Pupil : **Class**

E-Safety Rules : This is how I stay safe when we use computers and ipads:

- ✓ I will keep Bolshaw’s E-Safety code
- ✓ I must only use the computers and ipads when an adult is in the classroom.
- ✓ I will keep my password safe and will not use anyone else’s
- ✓ I will ask a teacher or suitable adult if I want to use the computers
- ✓ I will only use activities that a teacher or suitable adult has told or allowed me to use
- ✓ I will take care of the computer and other equipment
- ✓ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- ✓ I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- ✓ I know that if I break the rules I might not be allowed to use a computer.

Signed:

Date:

Please complete, sign and return to the office. Thank you



Bolshaw Primary School



E-safety Acceptable Use Policy Agreement

Pupil E-Safety Contract

Key Stage One – Year 1 and 2 Stage E-Safety Rules
September 2016-2017

Please could you discuss the sentences below with your child and ask your child to sign the agreement.

Pupil : **Class**

E-Safety Rules : This is how I stay safe when we use computers and ipads:

- ✓ I will keep Bolshaw’s E-Safety code
- ✓ I must only use the computers and ipads when an adult is in the classroom.
- ✓ I will keep my password safe and will not use anyone else’s
- ✓ I will ask a teacher or suitable adult if I want to use the computers
- ✓ I will only use activities that a teacher or suitable adult has told or allowed me to use
- ✓ I will take care of the computer and other equipment
- ✓ I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- ✓ I will cover the screen and tell a teacher or suitable adult if I see something that upsets me on the screen.
- ✓ I know that if I break the rules I might not be allowed to use a computer.

Pupil:

Date:

Parent / Carer:

Date:

Please complete, sign and return to the office. Thank you



Bolshaw Primary School



**E-Safety Acceptable Use Policy Agreement
Pupil E-Safety Contract**

Lower Key Stage Two – Year 3 and 4 E-Safety Rules
September 2016-2017

Please could you discuss the sentences below with your child and ask your child to sign the agreement.

Pupil : **Class**

E-Safety Rules : These rules will keep me safe and help me be fair to others:

I understand that while I am a member of Bolshaw Primary School I must use technology in a responsible way.

For my own personal safety:

- I will keep Bolshaw’s E-Safety code
- I understand that my use of technology (especially when I use the internet) will be supervised and monitored.
- I will keep my password safe and will not use anyone else’s (even with their permission).
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.
- I am aware of ‘stranger danger’ when online and will not meet online friends

For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install or remove programmes of any type on the devices belonging to the school without permission.
- I will only use social networking, gaming and chat through the sites the school allows

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Pupil:

Date:

Parent / Carer:

Date:

Please complete, sign and return to the office. Thank you
Bolshaw Primary School



E-safety Acceptable Use Policy Agreement
Pupil E-Safety Contract
Upper Key Stage Two – Year 5 and 6 E-Safety Rules
September 2016-2017

Please could you discuss the sentences below with your child and ask your child to sign the agreement.

Pupil : **Class**

E-Safety Rules : These rules will keep me safe and help me be fair to others:

I understand that while I am a member of Bolshaw Primary School I must use technology in a responsible way.

For my own personal safety:

- I will keep Bolshaw's E-Safety code
- I understand that my use of technology (especially when I use the internet) will be supervised and monitored.
- I will keep my logins and passwords secret and will not use anyone else's (even with their permission).
- I will keep my own personal information safe as well as that of others.
- I will only e-mail people I know, or someone approved by a responsible adult.
- I am aware of 'stranger danger' when online and will not meet online friends
- The messages I send, or information I upload, will always be polite and sensible.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I will only use the school's computers for schoolwork and homework.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.

For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will not use my own personal device (ie mobile, ipod or ipad) within the school grounds.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on the devices belonging to the school without permission.
- I will only use social networking, gaming and chat through the sites the school allows

Personal devices:

- I will not use my mobile phone in school for any reason. If I do bring my phone to school with me I will follow the school's Mobile Phone Policy.

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Pupil:

Date:

Parent / Carer:

Date:

Please complete, sign and return to the office. Thank you