Appendices

ICT Safety Poster for Foundation Stage and KS1

These rules help us to stay
safe on the Internet

Think then Click

We only use the Internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

We ask permission before using the Internet.

We only use websites our teacher has chosen.

We immediately close any webpage we don't like.

We only e-mail people our teacher has approved.

We send e-mails that are polite and friendly.

We never give out a home address or phone number.

We never arrange to meet anyone we don't know.

We never open e-mails sent by anyone we don't know.

We never use Internet chat rooms.

We tell the teacher if we see anything we are unhappy with.

Kent County Council

Kent Community Network

J. Barrett & H. Barton

Think then Click

Pupil Acceptable Use Agreement

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of the site's privacy policy and/or terms and conditions and therefore we actively discourage this in our school.

The enclosed Acceptable Use Agreement forms part of the wider School e-Safety Policy and alongside the school's Behaviour and Safeguarding Policies outlines those principles we expect our children to uphold for the benefit of both themselves and the wider school community. Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed Acceptable Use Policy with your child and return the completed document as soon as possible. Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguard the children in school.

Please see the information on the back of this letter for more information about how you can help keep your child safe online.

Yours Sincerely

Mrs Smith (Head Teacher)

Mrs Stevenson (Computing Subject Leader)

lancashire safeguarding children board

Staying Safe Online
...a guide for Parents and Carers

The range and complexity of today's technology can often seem bewildering for many adults, particularly with older children who may seem to be permanently 'connected'. Parents and Carers are key partners in helping to safeguard our children when using technologies such as Laptops, Tablets, Smartphones and Games Consoles - as such, it is useful to agree some ground rules to support their safe use. Use the checklist below and those points opposite as starting points. The list of recommended resources on the left are great sources of information which outline some of the potential risks and provide supporting information for parents and carers.

Resource	Website
Childnet International	www.childnet.com/ parents-and-carers
cbbc BBC	www.bbc.co.uk/cbbc/ topics/stay-safe
THINK U KNOW	www.thinkuknow.co.uk /parents
UK Safer Internet Centre	www.safeinternet.org.uk/ advice-and-resources/ parents-and-carers
PEGI	www.pegi.info/en/index/
Internet matters.org	www.internetmatters.org/ technologies/ parental-controls.html
Digital parenting	www.vodafone.com/ content/ parents.html

Some useful suggestions to get started...

☐ Don't be put off by the technology - remember Knowledge v. Wisdom (what would we do if the technology wasn't involved ?)

☐ Agree some ground rules - set out your expectations (and why). e.g. when can they go online and for how long (don't forget, most gaming consoles now use the internet as well) ?

☐ Talk to your child about the online world - what do they like, what worries them and what to do if something goes wrong

☐ Get your child to talk to you - Not confident? Don't know your Tweets from your Snaps? Consider a 'role swap' and let your child become your teacher to increase your own knowledge

☐ Consider parental controls - solutions don't need to be technical but filters on the home internet connection can help to screen inappropriate content

☐ Don't jump to conclusions if something goes wrong - we all make mistakes. Some sites/apps may include 'clickbait' in order to generate advertising income.

☐ Ensure privacy settings are set up on apps/sites and gaming consoles - there are often more options than typically thought but remember we still need to be careful what we share

☐ Keep an open dialogue - problems often go unreported for fear of losing access to the technologies they treasure

and finally...

☐ DON'T FORGET THE POSITIVES - whilst the use of technology brings potential risks, it is part of our world and also provides immense opportunities and benefits

lancashire **safeguarding children** board

- Know who online 'friends' are
- Ask your child to teach you about their online world
- Be careful about what you share
- Set expectations and time limits
- Understand not everything online is true
- Know how to report problems on Social Media
- Know how to block unwanted callers
- Check security settings are in place
- Make sure you have an Anti-Virus program
- Consider using home broadband filters
- Check age ratings on games

ICT/Internet Acceptable Use Agreement

This is how we stay safe when we use technology:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use activities that a teacher or suitable adult has told me I can use.
- I will take care of the computer and other equipment
- I will only put my own work on the internet, with permission from a teacher.
- I will only take a photograph or video of someone if they say it is alright.
- I will not send messages which upset other people.
- I will not give away my personal information or talk to people I do not know using the internet.
- I will not tell other people my ICT passwords.
- 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 will only open, change or delete my own files.
- I will not attempt to download or install anything on to the school network without permission.
- I understand that the school may check my use of ICT and talk to my parent or carer if they are worried about my e-Safety.
- I know that if I break the rules I might not be allowed to use a

……….

We have discussed this Acceptable Use Agreement and …………………………………………………………
[print pupil's name] agrees to follow the e-Safety rules and to support the safe use of ICT at Holy Trinity Primary School.

Name of Pupil: ………………………………………………………….. Year group: …………….

Parent/Carer's Signature: ……………………………………………………………………………….

Parent/Carer's Name (print): ……………………………………………………………………………….

Date: ……………………………………………………………………….

Staff Acceptable Use Agreement

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, e-mail, and social networking sites. I also appreciate that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the Head Teacher and that sites such as eBay are not appropriate for use in school.
- I understand that mobile phones MUST be on silent mode and not used in lesson time.
- I understand that if I am working with children during the lunch hour then my mobile phone must not be used.
- I understand that my use of school information systems, Internet, and e-mail may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the headteacher or the Computing subject leader.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications, and publishing.
- I will ensure that social networking (e.g. Facebook, Twitter) are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. I understand that it is not appropriate to be 'friends' with past or present children on social networking sites.
- I will ensure that any external storage devices, such as pen drives used by me are regularly scanned for unwanted or harmful programs.

The school may exercise the right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking

place, or the system may be used for criminal purposes, or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the acceptable use policy for ICT.

Signed …………………………………………………………………………….

Print ………………………………………………………………………….

Date …………………………………………………………………………..

Accepted for school …………………………………………………………………………….

Print ……………………………………………………………………….

Date ……………………………………………………………………….

Parent/Carer Acceptable Use Agreement

Dear Parent/Carer,

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.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

....

Parent / Carer Permission Form

As the parent/carer of the below pupil, I give permission for my son/daughter to have access to the internet and to ICT systems at school.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or 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 agree that my son/daughter's work may be electronically published.

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 my son/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

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 online safety.

Name of Pupil: …………………………………………………………. Year group: …………….

Parent/Carer's Signature: ………………………………………………………………………….

Parent/Carer's Name (print): ……………………………………………………………………….

Date: ………………………………………………………………….

School Reporting Log

Reporting Log						
Year Group:						
Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		

Use of Digital Images and Video Permission Form

Dear Parent/Carer,

We regularly take photographs/videos of children at our school and believe that these can provide a valuable record of children's learning. These may be used in children's learning journeys and profiles, our school prospectus, in other printed publications, on our school website, or in school displays, including digital photo frames. We also actively encourage children to use school cameras to take photographs / videos as part of their learning activity. Occasionally, our school may be visited by the media or third party who will take photographs/videos of an event or to celebrate a achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

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 young people cannot be identified by the use of their names.

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 in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Please read and complete the attached consent form (for each child) and return to school as soon as possible. We appreciate that some families may have additional concerns and anxieties regarding protection of a child's identity and therefore request that you inform us, in writing, of any special circumstances either now or at any time in the future that may affect your position regarding consent.

Yours sincerely,

Mrs. S Smith
Head Teacher

Mrs. J Stevenson
ICT Subject leader

Please read the Conditions of Use on the back of this form then answer questions below. The completed form (one for each child) should be returned to school as soon as possible.

(Please Circle your response)

1. Do you agree to photographs/videos of your child being taken by authorised staff within the school? Yes / No

2. Do you agree to photographs/videos of your child being taken in group situations by 3rd parties at special events e.g. School productions or extra-curricular events? Yes/No

3. May we use your child's image in printed school publications and for digital display purposes within school? Yes/No

4. May we use your child's image on our school's online publications? e.g. website Yes/No

5. May we record your child on video? Yes/No

6. May we allow your child to appear in the media as part of school's involvement in an event? Yes/No

7. I agree that if I take digital or video images at school events, which include images of children other than my own, they will not be published on social networking sites, nor will I comment on any activities involving other pupils in the digital/video images. Yes/No

Name of Pupil: …………………………………………………………. Year group: …………….

Parent/Carer's Signature: ………………………………………………………………………….

Parent/Carer's Name (print): ………………………………………………………………………….

Date: ………………………………………………………………….

Conditions of Use
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1. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
2. The school will not use the personal contact details or full names (which means first name and surname) of any pupil or adult in a photographic image, or video, on our website/VLE or in any of our printed publications.
3. If we use photographs of individual children, we will not use the full name of that pupil in any accompanying text or caption.
4. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
5. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
6. Third parties may include other children's parents or relatives e.g. attending a school production.
7. Images / videos will be stored according to Data Protection legislation and only used by authorised personnel.
8. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.