

# Acceptable Use Policy for Educational Settings – parent version



**Canterbury Road Primary school**

**Adopted September 2018**

**Review September 2019**

## **Disclaimer**

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Please read our policy and share it with your child. At the end there is some information and expectations about what we expect of parents of Canterbury Road

If you have any questions about this document or would like any advice about online worries, please see Mrs King.

## Learner Acceptable Use Policy: statements

These statements should be discussed, shared and taught to the children at least annually and referred to in each IT lesson with frequent reminders about safety during the year. Children who have SEND may need these statements simplified and staff who are unsure how to do this should consult Mrs King.

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

- I always ask an adult before I use the internet on a computer, laptop or iPad
- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe online
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I know that if I do not follow the rules then I might not to be allowed to use the internet at school
- I have read and talked about these rules with my parents/carers
- I always tell an adult/teacher if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) or ask an adult to learn more about keeping safe online

## Shortened version – see poster

- I only go online with a grown up
- I am kind online
- I keep information about me safe online
- I tell a grown up if something online makes me unhappy or worried

## Key Stage 2 (7-11) *(With thanks to Kingsnorth Primary School)*

- I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks / CDs from outside of school I will always give them to my teacher, so they can be checked for viruses and content, before opening them.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office on arrival and then collected at the



end of the school day.

- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

## Shortened version – see poster

- I ask an adult which websites I can look at or use
- I always check if information online is true
- I know there are laws that stop me copying online content
- I know that people online are strangers and they may not always be who they say they are
- If someone asks me to meet them, I will always talk to an adult straight away
- I will not be unkind to anyone online.
- I will keep information about me and my passwords private
- I always talk to an adult if I see something online which worries me.

## Parent/Carers Acceptable Use Policy

1. I have read and discussed Canterbury Road's Acceptable Use Policy with my child.
2. 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.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. 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.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted unless this puts the child in danger.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety, or offend any member of the school community including staff and parents. I know that making defamatory comments about staff online may break the law and I will be expected to remove these and that I could be prosecuted.



8. I will only post/publish pictures of my own child/ren online unless I have permission from other children's parents or carers.
9. I know that I can speak to the school Designated Safeguarding Lead (Mrs King) or my child's teacher if I have any concerns about online safety.
10. I know there is information on the school website and I can visit the following websites for more information about keeping my child(ren) safe online:
  - [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents),
  - [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
  - [www.internetmatters.org](http://www.internetmatters.org)
  - [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
  - [www.childnet.com](http://www.childnet.com)
11. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.