

## **ICT at Petersfield**

At Petersfield we encourage all pupils to use ICT responsibly and safely. Each year group has age- appropriate lessons in the safe use of personal information and the internet. However, your help with this in repeating the ideas and discussing them at home is essential too. Additional guidance can be found on our [school website](#).

### **Parent letter – Internet / e-mail use**

As the parent or legal guardian of the above pupil(s), I know my child will have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service; secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events subject to the conditions set out in the Parent Information Pack which requires that photos are of my own child, for personal use and that photos/videos are not shared on any social networking site such as Facebook. I will support the school's approach to e-Safety and will not take any pictures, video or text that could upset, offend or threaten the safety of any member of the school community

## **KS2 Acceptable Use**

### **Petersfield Church of England Aided Primary School Pupil KS2 Rules for Responsible Internet Use**

These rules will keep me safe and help me to be fair to others.

- I will ask permission to go online.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- 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 only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- 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. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- 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.
- If I need to bring a phone to school, I will pass it to the office for safe keeping.
- If I use material that is the work of others in my work, I will state where I found the information.
- I will use a range of passwords, keep all passwords safe and never share accounts.

I have read and understand these rules and agree to them.

Child's name: \_\_\_\_\_ Child's signature: \_\_\_\_\_

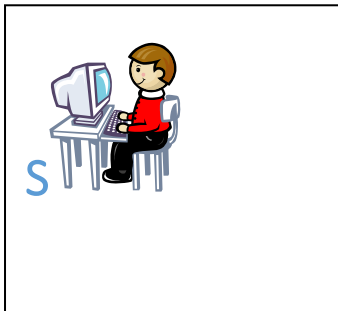
I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text onto any social media that could upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

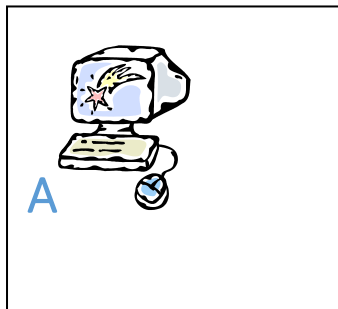
*The school accepts no responsibility for inappropriate use of the Internet outside school, even when children are researching a school-based subject.*



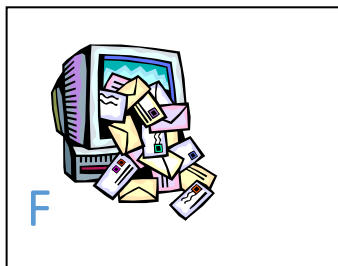
# Think before you click



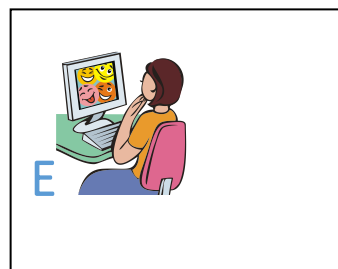
I will only use the Internet and email with an adult's permission.



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

Child's name: \_\_\_\_\_ Child's signature: \_\_\_\_\_

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text onto any social media that could upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_