

# West Ashtead Primary School



## Policy for Online Safety

<b>Next Review</b>	Autumn 2021
<b>Reviewed by:</b>	Head Teacher
<b>Review Status:</b>	Annual
<b>Person responsible for updating policy</b>	Computing Lead

## UK SAFER INTERNET CENTRE HELPLINE 0844 381 4772

### INTRODUCTION

Online safety is part of the school's safeguarding responsibilities. This policy relates to other policies including, but not limited to, policies for behaviour, safeguarding, anti-bullying, data handling and the use of images, and the use of social media.

The online policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones, tablets and hand held games consoles used on the school site.

This policy recognises that there are differences between the use of technology as a private individual and as a member of staff / pupil / governor / volunteer.

This policy sets out the ways in which the school will:

- educate all members of the school community on their rights and responsibilities with the use of technology;
- build both an infrastructure and culture of online safety;
- work to empower the school community to use the Internet as an essential tool for life-long learning.

### 1. Managing access and security

1.1. The school will provide managed internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school ICT systems and the more open systems outside school. Pupils will be taught to follow the SMART rules. (See appendices) <http://www.kidsmart.org.uk/beingsmart/>

1.2. The school will use a recognised internet service provider or regional broadband consortium.

1.3. The school will ensure that all internet access has age appropriate filtering provided by a recognised filtering system which is regularly checked to ensure that it is working, effective and reasonable.

1.4. The school will ensure that its networks have virus and anti-spam protection.

1.5. Access to school networks will be controlled by **personal** passwords.

1.6. Systems will be in place to ensure that internet use can be monitored and a log of any incidents will be kept to help to identify patterns of behaviour and to inform online safety policy.

1.7. The security of school ICT systems will be reviewed regularly.

1.8. All staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

1.8.1. Class teachers are responsible for monitoring the use of IT equipment and the internet, and reporting any issues to Softegg via email and/or telephone.

1.8.2. The Headteacher is responsible for conducting weekly checks of the filtering system, and generating a weekly report which will flag any issues or concerns. It is the Headteacher's responsibility to ensure any issues are addressed.

1.9. The school will ensure that access to the internet via school equipment for anyone not employed by the school is filtered and monitored.

## **2. Internet Use**

2.1. The school will provide an age-appropriate online safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.

2.2. All communication between staff and pupils or families will take place using school accounts.

## **3. E-mail**

3.1. Pupils and staff may only use approved e-mail accounts on the school ICT systems.

3.2. Staff to pupil email communication must only take place via a school email address.

3.3. Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

3.4. E-mail from pupils to external bodies will be checked by teachers and only used as part of directed learning activities in school.

3.5. Parents can e-mail their child's teacher directly using their school e-mail address. These addresses are listed on the school's website. Parents and staff contacting each other via e-mail should do so with regard to the Communications Protocol.

## **4. Publishing pupils' images and work**

4.1. Written permission will be obtained from parents or carers before photographs or names of pupils are published on the school web site or any school run social media as set out in Surrey Safeguarding Children Board Guidance on using images of children. Children whose parents have not signed the Pupil Image Consent Form will not have images taken or used. This form can be found in the appendices of this policy.

4.2. Parents attending school events will be reminded that parental permission should be obtained before any photos including other people's children are shared online.

4.3. All photographs taken on school devices during school days, trips, residential will be deleted from the system annually by the Computing Lead. Staff are responsible for ensuring their class cameras and PCs have also been wiped of any photographs taken in that academic year.

4.4. The school has a separate Pupil Images Policy.

## **5. Use of social media**

5.1. The school has a separate social media policy which should be read in conjunction with this policy.

5.2. The school will control access to social networking sites, and educate pupils in their safe use. This control may not mean blocking every site; it may mean monitoring and educating students in their use.

5.3. Use of video services such as Skype, Google Hangouts and Facetime will be controlled and monitored by staff. Pupils must ask permission from a member of staff before making or answering a video call.

5.4. Staff and pupils should ensure that their online activity, both in school and out takes into account the feelings of others and is appropriate for their situation as a member of the school community.

## **6. Use of personal devices**

6.1. Personal equipment may be used by staff and/or pupils to access the school ICT systems provided their use complies with the Online Safety Policy and the relevant Acceptable Use of ICT Policy.

6.2. Staff must not store images of pupils or pupil personal data on personal devices.

6.3. The school cannot be held responsible for the loss or damage of any personal devices used in school or for school business.

6.4. Staff and pupils may not use personal devices in the classroom or school environment in the presence of other pupils, or during their working hours (i.e. staff may use personal devices in the staffroom during breaks, pupils may use them before and after school hours once they have left school.) Please see the Acceptable Use Agreement for pupils bringing a mobile phone to school.

6.5. Handheld devices belonging to the school which may be mistaken for personal devices should be clearly externally marked with the school's name / logo.

## **7. Protecting personal data**

7.1. The school has a separate Data Protection Policy. The Data Protection Policy provides full details of the requirements that need to be met in relation to the Data Protection Act 1998. It covers the use of access to pupil and staff personal data on and off site, remote access to school systems.

## **8. Authorising access**

8.1. All staff (including teaching assistants, support staff, office staff, midday supervisors, student teachers, work experience trainees, ICT technicians and governors) must read and sign the 'Staff (and Volunteer) Acceptable Use Policy' before accessing the school ICT systems. (See the appendices for the Staff & Governor Acceptable Use Policies)

8.2. The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

8.3. At Key Stage 1, access to the internet will be by adult demonstration with supervised access to specific, approved online materials.

8.4. At Key Stage 2, access to the internet will be with teacher permission with increasing levels of autonomy.

8.5. People not employed by the school must read and sign the Visitor Acceptable Use Policy before being given access to the internet via school equipment.

8.6. Parents and children will be asked to sign and return a consent form to allow use of technology by their pupil. (See the appendices for the Pupil Acceptable Use Policies and Mobile Phone Permission)

## **9. Assessing risks**

9.1. The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of internet access.

9.2. Methods to identify, assess and minimise risks will be reviewed regularly. As technology advances, the school will examine and adjust the Online Safety Policy. Part of this consideration will include a risk assessment:

- looking at the educational benefit of the technology
- considering whether the technology has access to inappropriate material.

## **10. Handling online safety complaints**

10.1. Complaints of internet misuse will be dealt with according to the school behaviour policy and the staff / governor code of conduct.

10.2. The Designated Safeguarding Lead will be informed of any online safety incidents involving child protection concerns, which will then be escalated in accordance with school procedures, with specific reference to Surrey County Council's recommended incident reporting flow chart in the Appendices of this policy. Incidents will be logged in relevant areas e.g. Bullying or Child Protection log.

10.3. Pupils and parents will be informed of consequences and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

10.4. The school is committed to act on online safety incidents outside the school that affect the well-being of staff and pupils / students. The nature of this action will be discussed with the relevant children / parents / members of staff and agreed the Headteacher.

10.5 Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact Surrey Children's Safeguarding Team and escalate the concern to the police.

10.6 If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Local Authority Designated Officer (LADO).

## **11. Communication of the Policy**

### 11.1. To pupils

11.1.1. Pupils need to agree to comply with the pupil AUP in order to gain access to the school ICT systems and to the internet.

11.1.2. Pupils will be reminded about the contents of the AUP as part of their online safety education

### 11.2. To staff

11.2.1. All staff will be shown where to access the Online Safety policy and its importance explained.

11.2.2. All staff must sign and agree to comply with the staff AUP in order to gain access to the school ICT systems and to the internet.

11.2.3. All staff will receive online safety training on an annual basis. This is delivered by Educare and based on most recent guidance from Childnet International.

<https://www.childnet.com/teachers-and-professionals/staff-led-online-safety-presentations-/staff-led-online-safety-inset-presentation>

### 11.3. To parents

11.3.1. The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

11.3.2. Parents' and carers' attention will be drawn to the School's Online Safety Policy in newsletters, the school brochure and on the school web site.

11.3.3. Parents will be offered online safety training annually and this will be based on the most recent guidance from Childnet International.

<https://www.childnet.com/teachers-and-professionals/staff-led-online-safety-presentations-/staff-led-parent-online-safety-presentation>

## **12. Remote Learning**

Remote learning is defined as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and teacher from being in the same physical space. Where remote learning is necessary, staff at West Ashted Primary School will endeavor to support and facilitate your child's continued learning. Google Classroom will be the learning platform in which we will use to support an online classroom experience for teachers and pupils. It enables online communication to support distance education in which we can communicate tasks and activities for your children to complete.

All of our Online Safety policy will remain in place when remote learning is taking place and will be expected to be followed by staff, pupils and parents or carers.

### **Staff:**

- Where staff are interacting with children online, they will continue to follow our Staff Code of Conduct and follow our online teaching and learning policy.
- Staff will consider activities carefully when planning – online access within school will have internet content filtering systems in place that are unlikely to be replicated in the home environment.

- Staff will be responsible for monitoring communication online to ensure it is relevant and suitable for the learning platform.
- All communication is public to all participants in their Google Classroom to help safeguard all children and staff.
- Ensure online learning follows best practice and is in-line with the School's Safeguarding Policy.
- Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in our Safeguarding Policy
- Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use.
- If live video and/or audio is being used to provide work online, there should be careful consideration of the location that everyone uses to film or record this.

**We will make sure parents and carers:**

- Are aware of the potential risks to children online and the importance of staying safe online Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

**Pupils:**

- All pupils would have been taught the importance of E-Safety. They will know to use technology safely and respectfully, keeping personal information private; how to behave when online including what is acceptable and unacceptable behavior and how to report concerns. This learning (as discussed in more detail in Section 3) must be followed when learning remotely.
- Children will be reminded frequently that the learning platform is purely for learning. Any communication between peers and/or teachers must be relevant to the work provided. Staff will have the ability to stop unnecessary communications from taking place.
- All communication is public to all participants in their Google Classroom to help safeguard all children and staff.
- Pupils are aware of the schools Behavior Policy and this should be followed when working remotely.
- We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.
- We will ensure students know who they can contact within the school for help or support

# APPENDICES





# West Ashtead Primary School

## Staff Acceptable Use Policy Agreement

ICT and related technologies such as email, the internet and mobile devices are an expected part of working life in school. This policy is designed to ensure that all members of our school community are aware of their professional responsibilities when using any form of ICT. This document covers use of school digital technologies, networks etc. both in school and out of school.

Before becoming school ICT users, staff are asked to sign this policy and adhere to its contents at all times. Any concerns or clarification should be discussed with the Headteacher who is the Online Safety Lead or the Computing Lead.

### Access

- I will obtain the appropriate log on details and passwords from the Bursar.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources.

### Appropriate Use

- **I will report any incidents of concern regarding children's safety to the DSL or Deputy DSLs**
- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the online safety coordinator or member of the SLT.

### Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will never include pupils or former pupils as part of a non-professional social network or group.
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the online safety coordinator / appropriate line manager.

### Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.

- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites.

#### **Email**

- I will only use the approved, secure email system for any school business.
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

#### **Use of School equipment out of school**

- I agree and accept that any computer equipment loaned to me by the school, is provided mainly to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will return school equipment regularly to be checked and updated.
- I will not connect a computer, laptop or other device), to the network / Internet that does not have up-to-date anti-virus software.

#### **Teaching and Learning**

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet.
- I will embed the school's online safety curriculum into my teaching, using agreed resources and materials.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access.

#### **Photographs and Video**

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance).

#### **Data protection**

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises.
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

**Copyright**

- I will not publish or distribute work that is protected by copyright.
- I will encourage pupils to reference online resources and websites when they use them in a report or publication.

**I agree to abide by the points above.**

**I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.**

**I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety policies.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

(printed)

Job Title \_\_\_\_\_



# West Ashtead Primary School

## Governors Acceptable Use Policy Agreement

ICT and related technologies such as email, the internet and mobile devices are an expected part of working life in school. This policy is designed to ensure that all members of our school community are aware of their professional responsibilities when using any form of ICT.

Before becoming school ICT users, Governors are asked to sign this policy and adhere to its contents at all times. Any concerns or clarification should be discussed with the Headteacher who is the online safety lead.

### General:

- I have read the school Online Safety Policy  
I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without the permission of the Headteacher or Computing Lead.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only take images of pupils and/or staff for professional purposes in line with school policy. I will not distribute images outside the school network/learning platform without the permission of the Head teacher.
- I will report any incidents of concern regarding children's safety to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads.

### Wi-Fi / Internet Use:

- I will only use the school's email / internet / intranet / Learning Platform and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher.

### School Server Use (if you are given a school network log on)

- I understand that I am responsible for all activity carried out under my username.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Personal data can only be taken out of school or accessed remotely when authorised by the Head teacher or the Chair of Governing Body

**I agree to follow this code of conduct. I understand that the sanctions for disregarding any of the above will be result in removal of access to ICT infrastructure and serious infringements may be referred to the police.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

(printed)



## West Ashtead Primary School Visitor Acceptable Use Policy Agreement

ICT and related technologies such as email, the internet and mobile devices are an expected part of working life in school. This policy is designed to ensure that all members of our school community are aware of their professional responsibilities when using any form of ICT.

Before becoming school ICT users, visitors are asked to sign this policy and adhere to its contents at all times. Any concerns or clarification should be discussed with the Headteacher who is the online safety lead or the Computing Lead.

- I understand that I have been given use of the school internet and/or school ICT systems in order to carry out a specific job for the school.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's email / internet / intranet / Learning Platform and any related technologies for the purpose for which I have been given access.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without the permission of the Head teacher or computing safety lead.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school ICT systems.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher or my employer.
- I will respect copyright and intellectual property rights.

**I agree to follow this code of conduct and to support the safe use of ICT throughout the school.**

**I understand that the sanctions for disregarding any of the above will be result in removal of access to ICT infrastructure and serious infringements may be referred to the police.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ (printed)



# Acceptable Use Policy for EYFS & KS1 Pupils

All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed. Please read this acceptable use policy and share it with your parents. Then sign it and bring it back to your teacher, they will give you a copy to keep at home.

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / other school devices.
- 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 and/or press the **Oh, No!** button.
- I know that if I break the rules I might not be allowed to use a computer / other school devices.

**The form below must be completed, signed and returned to the school for our records.**

**Use of the Internet may be withheld unless this has been done.**

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Childs Name: \_\_\_\_\_ Class \_\_\_\_\_

**I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet and use computing technology within school.**

Parent/Carer (please print): \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the above and agree to follow these guidelines when:**

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (if allowed) e.g. USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Signed (Child) \_\_\_\_\_ Date \_\_\_\_\_



# West Ashtead Primary School

## Acceptable Use Policy for KS2 Pupils

All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed. Please read this acceptable use policy and share it with your parents. Then sign it and bring it back to your teacher, they will give you a copy to keep at home.

### My Responsibilities

- I understand that I have responsibilities to keep myself and others safe when using the technology including the internet and will take these seriously.
- I will report any suspected misuse or problems to a teacher.
- I will make sure there is permission to use any material that I find.
- I will always take care of school equipment.
- I will keep my username and password safe and secure.

### Using Technology

- I will only use the school's computers for schoolwork and homework.
- I will only use the user names and passwords I have been given.
- I will only edit or delete my own work.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- When I am using the internet, I will always remember the SMART rules.

### Cyberbullying

- I understand that at West Ashtead bullying in any form is not accepted.
- I will be careful with all communications making sure that anything I write cannot be mistaken as bullying.
- I understand that I should report any incidents of bullying.

### Access to Internet Sites

- I will not try to access sites that are blocked or that are unsuitable for use in school.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen and/or press the **Oh, No!** button.

### Communication – email, social networks, blog etc.

- I will be careful in my communications making sure that nothing I write is offensive.
- I will not write anything that could be seen as insulting to our school.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will not open any hyperlinks in emails or any attachments to emails without permission from my teacher or suitable adult.

### Mobile Phones

- I know that if I have a mobile phone, I must get permission from my parents and the school before bringing it into school.
- I know that my phone is so that I can keep in touch on my journey to and from school and not for use in school.

### Sanctions

- I understand that the school will monitor my use of school the systems, devices and digital communications.
- I understand that the school may investigate incidents that happen outside school.
- I understand that are sanctions if I do not follow the rules. This may include: loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

**The form below must be completed, signed and returned to the school for our records.  
Use of the Internet may be withheld unless this has been done.**

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Childs Name: \_\_\_\_\_ Class \_\_\_\_\_

**I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet and use computing technology within school.**

Parent/Carer (please print): \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the above and agree to follow these guidelines when:**

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (if allowed) e.g. USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Signed (Child) \_\_\_\_\_ Date \_\_\_\_\_



# Be smart on the internet



**S**

**SAFE**

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

THINK  
U  
KNOW  
CO.UK



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.





# West Ashtead Primary School

## Acceptable Use Agreement for pupils bringing a mobile phone to school

### Purpose

We recognise that parents/carers may give their children mobile phones to protect them from everyday risks. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child while they travel to school.

**Pupils, their parents or carers must read and understand the Acceptable Use Agreement as a condition upon which permission is given to bring mobile phones to school.**

### Responsibility

- It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide their children with a mobile phone should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential misuse of those capabilities.
- Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

### Acceptable Use

- Mobile phones will be switched off (not just put on silent mode) and will be handed into the office on arrival in school in the morning and collected at the end of the school day.
- **Mobile phones may not be used at any point during the school day.**
- Parents/carers should contact the school with messages. They should not leave text or voicemail messages for children to collect at the end of the day. This ensures that staff are aware of any potential issues and may make the necessary arrangements.
- **Mobile phones should not be brought on school trips.**

### Inappropriate Conduct/ Cyberbullying

- It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced by the service provider.
- If the school becomes aware of incidents of cyberbullying or other inappropriate conduct involving our pupils or others under the age of 13, even if they occur outside of the school day, then we have a duty to inform the Local Area Designated Officer for safeguarding (LADO) and in extreme cases, the police.

Childs Name: \_\_\_\_\_ Class \_\_\_\_\_

**I have read, understood and explained the acceptable use of mobile phones in school to my child. I am happy for my child bring their mobile phone to school for the purposes of communicating with them whilst there are travelling to and from school.**

Parent/Carer (please print): \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

**I understand that if I do not keep to this agreement then my mobile phone would be confiscated by a teacher and taken to the school office. I will then have to collect the mobile phone from a member of the SLT at the end of the school day and a record will be made of the incident.**

Signed (Child) \_\_\_\_\_ Date \_\_\_\_\_



# West Ashtead Primary School

## Pupil Image Consent Form

Full Name of Child: \_\_\_\_\_ Current Year group: \_\_\_\_\_

During the year the staff may intend to take photographs and record video of your child for promotional purposes. These images may appear in our printed publications, or online. They may also be used by the local newspapers. Images are also used within school for display purposes.

To comply with the Data Protection Act 1998, we need your permission before we take any photographs or video of your child. Please answer the questions below then sign and date the form where shown.

### CONDITIONS OF USE

- This form is valid for the length of time that your child is at West Ashtead Primary School.
- The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
- 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 or social media pages or in any of our printed publications.
- If we use photographs of individual pupils, we will not use the full name of that pupil in any accompanying text or caption.
- 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.
- We will only use images of pupils who are suitably dressed.
- Parents must be aware that our newsletters and learning letters are published on our website which is available to anyone who visits our school page.
- Parents should remember that websites and social media pages can be viewed throughout the world and not just in the United Kingdom, where UK law applies.
- Parents should be aware that it is likely that the local press will wish to publish the child's name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs)
- It is also possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.

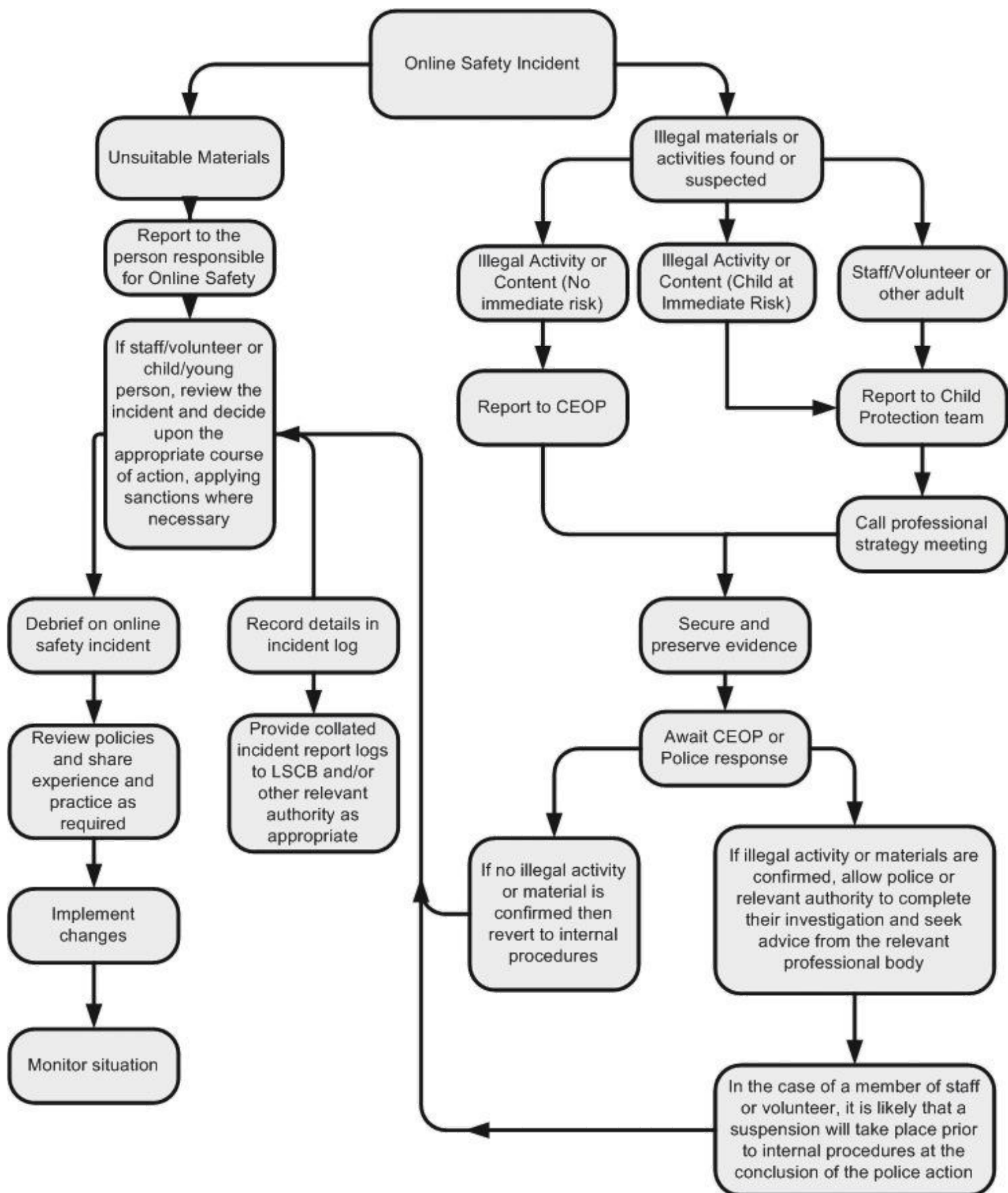
### Please circle your answer

- |    |  |          |
|----|--|----------|
| 1. | May we use your child's image in our <b>printed</b> promotional publications?  | Yes / No |
| 2. | May we use your child's image in <b>virtual/online</b> publications?<br>e.g. newsletters, learning letters, school website & social media pages? | Yes / No |
| 3. | May we use your child's image for display purposes around the school?  | Yes / No |
| 4. | May we use your child's image in the local press?  | Yes / No |

I have read and understand the conditions of use.

Name of parent/carer (please print): \_\_\_\_\_





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