



ICT Acceptable Use Policy

September 2023

Dear Parent/Carer,

All pupils at South Borough Primary School use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to: computers, laptops and other digital devices; the Internet, which may include search engines and educational sites; school learning platform/intranet; email; games consoles and other games-based technologies; digital cameras, webcams and video cameras.

South Borough Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development and believe it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Parents can visit the school website for more information about our approach to online safety. Full details of the school's online safety policy are available on the school website or on request.

Children themselves have an important role to play in developing responsible online behaviour. To support the school in developing your child's knowledge and understanding about online safety, we request that you **read the attached 'Parent/Carers Acceptable Use Agreement' and 'Pupil's SMART Rules' with your child. Please then return a signed copy of our Parent Acceptable Use Policy Agreement.**

For children entering the school in Early Years or Year 1. We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful way to achieve this.

Thank you for your continued support,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Currie', written over a horizontal line.

Mr M Currie
Headteacher

Appendix A: Parent/Carers Acceptable Use Agreement

1. I have read and discussed South Borough Primary School'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 school's 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.
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 of or offend any member of the school community.
8. I know that I can speak to the school Designated Safeguarding Lead, my child's teacher or the headteacher if I have any concerns about online safety.
9. I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
10. I will visit the following websites for more information about keeping my child(ren) safe online:
 - o www.thinkuknow.co.uk/parents,
 - o www.nspcc.org.uk/onlinesafety
 - o www.internetmatters.org
 - o www.saferinternet.org.uk
 - o 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.

Appendix B: Pupil's SMART Rules

This poster will be used to teach the children the importance of acceptable use and staying safe online. It is taken from Childnet International. This will be displayed around the school, on the school website and in every child's classroom. Staff will refer to this regularly with children.



The poster features a red background with a grid of faint icons. At the top right is the Childnet International logo. Below it is a green banner with the text 'BE SMART ONLINE' and a heart icon. To the right of the banner are illustrations of a tablet, a smartphone, and a game controller. The main content consists of seven horizontal bars, each with a letter in a circle, a rule title, a description, and an icon.

Childnet International

BE SMART ONLINE

S SAFE Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe. 

M MEET Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk 

A ACCEPTING Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you. 

R RELIABLE You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found. 

T TELL Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk 

BE SMART WITH A HEART Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online. 

WWW.CHILDNET.COM

Parent Acceptable Use Policy Agreement

- I have read, understood and agree to comply with the South Borough Primary School Parent/Carer Acceptable Use Agreement.
- I have read the Pupil's SMART rules with my child and will support them to understand and adhere to these.

Child's Name..... Class.....

Parent's Name.....

Parent's Signature.....

Date.....