Dear Parents and Carers,

Safe and Responsible Internet Use

As part of your child's curriculum and the development of Computing skills, Archibald First School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. The use of the Internet is a statutory part of the National Curriculum. Please would you read the attached 'Safety on the Internet and Responsible Use of Computers Contract, discuss the statements with your child and sign. Whilst we recognise that these may appear complex to the younger members of our school, we also ask that you discuss these rules with your child in terms that they will understand.

All children from Nursery to Year 4 participate in age appropriate lessons, throughout September, regarding how to stay safe when using information technology. They will be taught the '5 smart rules' for staying safe when using technology from Childnet International (http://www.kidsmart.org.uk/beingsmart), as well as how to handle issues such as cyberbullying, communicating in a respectful way, social media, copyright and managing their digital footprint.

For more information regarding how to keep your children safe when using the Internet you can visit www.childnet-int.org or http://thinkuknow.co.uk/parents/.

We share a range of excellent resources from around the world on our school website to help support you in discussing the many E safety issues that we face in the world today.

http://www.archibaldfirstschool.org.uk/parents-information/e-safety-ict/

School Website

Including images of pupils and pupils work in school publications such as the school newspaper, and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

At Archibald First School we take the issue of child safety very seriously, and this includes the use of images of pupils. Schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact. This means that we will never include the full name of the pupil alongside an image or piece of work on our website. A first name may be included within the school newspaper or on an image. Any use of pupil images and work at Archibald is underpinned by our E-Safety Policy.

We are asking parents and carers to inform school in writing if they **do not give permission** for their child to have photographs and/ or work published on the school website or in the school newspaper. If a letter of confirmation declining permission **is not** returned to school by Friday 25th September 2014 we will presume that you grant permission for these actions.

Please sign and return the Safety on the Internet and responsible use of computers Contract by **Friday 2nd October 2015.**

We will be holding a Digital Literacy event on Wednesday 23rd September at 6.00pm to discuss and advise on all issues surrounding use of the Internet. If you would like to attend, please complete the form below.

Should you wish to discuss any aspect of Internet use please telephone school to arrange an appointment.

Yours sincerely

Rebecca Turner
Deputy Head Teacher & Computing co-ordinator

Carolyn Jones
Computing co-ordinator

....
CHILD'S NAME: _____ CLASS:_____

NUMBER OF ADULTS ATTENDING DIGITAL LITERACY EVENT:_____

SIGNED:_____

Think then Click

These rules help us to stay safe on the Internet

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 messages to people that we know.

Think then Click

E-Safety Rules

- We ask permission before using the Internet
- We only use websites that an adult has chosen
- We will always check with an adult if a pop up page appears
- We tell an adult if we see anything we are uncomfortable with
- We immediately close any webpage we not sure about
- We only e-mail people an adult has approved
- We send e-mails that are polite and friendly
- We understand that social media is only to be used by children over 13 years old.
- We will save and report any nasty messages we are sent
- We never give out personal information or passwords
- We never arrange to meet anyone we don't know
- We do not open messages sent by anyone we don't know
- We do not use Internet chat rooms

SAFETY ON THE INTERNET AND RESPONSIBLE USE OF COMPUTERS
CONTRACT

- *I will use only my own network login and password, which is kept secret.*
- *I will only look at or delete my own files.*
- *I understand that I must not download apps or programmes without permission.*
- *I will never open or reply to e-mails or messages from strangers. I will report all e-mails from unknown sources.*
- *The messages I send will be polite and sensible.*
- *I will never share my password, address, telephone number, or school name to someone else, especially strangers.*
- *I will not download, use or upload any material that is copyright. If I do not have the permission of the author/owner I WILL NOT USE THE MATERIAL.*
- *I will agree to not meet up with an e-mail or social media contact without my parents' permission.*
- *I will save and report any unpleasant material or messages sent to me.*
- *I will not enter competitions or contests in school time.*
- *In the interests of security, I understand that the school reserves the right to make a detailed log of all sites I have visited.*
- *I understand that social media is only to be used by pupils over 13 years old and if I have a social media account that my parents know how to use it safely and monitor my account.*
- *I will only share appropriate material and content and understand the consequences if I don't.*
- *I will not deliberately access unsuitable material and, should any I find any accidentally, I will tell the teacher.*
- *I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.*

Sanctions

In the case of pupils breaching the conditions the following sanctions may be enforced:
- Temporary ban on Internet use.
- Additional disciplinary action in line with school behaviour policies
- Parents and other external agencies may be contacted.

Signed (pupil)... Date...

Signed (parent)... Date..