



ABBOTS FARM JUNIOR SCHOOL

Learners for Life

Farmers Forever

Ambitious, Healthy Bodies and Minds, Reflective, Resilient

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Wb Monday 7th September 2020

Dear parents/carers,

Today we have delivered a lesson in class to the children around safe and respectable technology and internet use in line with our new 'Acceptable Use' policy. This forms a key part of the wider online safety curriculum, which ensures that children are regularly taught about and reminded of how to stay safe online and how to report incidents. We have also asked them to come home and discuss this with yourselves. We are committed to ensuring the safety of our pupils both in and out of school and the increased prominence of technology and online activity alongside the wider access children now have to it means that it is essential we work together as a school community to support them in understanding the risks of using such technology.

A copy of this 'Acceptable Use' policy is attached to this letter. We ask that you take some time to read through and discuss it with your child. By working together in our school community, we can ensure all children are aware of both the benefits and the risks of technology and how they can access these benefits safely. Please could you and your child then both sign the relevant sections and return the signed forms to school. The document will need to be completed and returned **by Monday 21st September** in order for full pupil access to the school's computer network and systems to continue. Please do not detach the signed section from the document – we have sent a hard copy home with your child for signing and an electronic copy via email for your reference. A copy can also be found alongside all of our other key online safety documents and plenty of other resources to support you and your family in keeping safe online, on our brand new school website in the Online Safety section at <https://abbotsfarm.co.uk/learning-at-abbots-farm/online-safety/>

If you have any further questions, please feel free to get in touch via the admin email admin2421@welearn365.com

Many thanks in anticipation of your support and co-operation.

Mrs G Webb

Deputy Head and Computing Lead





Abbots Farm Junior School

Acceptable Use Policy for Pupils

Name of pupil:

When I use the school's laptops and iPads and/or access the internet in school:

- I will always ask permission from an adult before using the internet
- I will only use apps, websites and search engines that my teacher has chosen
- I will not go on social networking sites (unless my teacher said I could as part of a lesson)
- I will not open any attachments or click any links without checking with a teacher first
- I will only send messages which are polite and friendly
- I will keep my passwords safe and not share them with others or log in using someone else's name or password
- I will tell a member of staff immediately if I find anything on a school computer or online that upsets me or that I know is unkind, wrong or inappropriate. I will also close the lid/turn off the screen immediately so that no-one else can see it

I understand that whenever I am using the internet:

- I should only post pictures or videos on the internet if they are appropriate, and if I have permission
 - I should only talk with and open messages from people I know, and only click on links if I know they are safe
 - I must consider that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult
 - I must consider that not everything or everyone online is honest or truthful
 - I must keep my personal information safe and private online
 - If I am aware of anyone being unsafe with technology, I must report it to a teacher
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- ✓ I have read and talked about these rules with my parents/carers
 - ✓ I will always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
 - ✓ I understand that I must not bring my own personal devices/mobile phone into school (I will leave them locked safely in the school office if needed for my journey to and from school)
 - ✓ I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules
 - ✓ I understand that if I do certain unacceptable things online, even if I'm not in school when I do them, school staff will discuss this with me, the behaviour ladder will be followed where appropriate and my parents may be informed

Signed (pupil):

Date:



Abbots Farm Junior School

Acceptable Use Policy for Parents and Carers

Name of pupil:

Name of parents/carers:

1. I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Abbots Farm Junior School.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at Abbots Farm Junior School and that, should a child need their mobile phone for their journey to/from school, then it must be locked in the school office during the school day.
3. I am aware that any internet and technology use using Abbots Farm Junior School equipment may be monitored for safety and security reasons, to safeguard both my child and the Abbots Farm Junior School systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that Abbots Farm Junior School will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the school's internet and systems. I understand that Abbots Farm Junior School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware 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.
6. I have read and discussed the Abbots Farm Junior School Pupil Acceptable Use Policy (AUP) with my child and know that staff in school with read and discuss this with my child too. I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of Abbots Farm Junior School.
7. I will support Abbots Farm Junior School's online safety approaches and safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.
8. I know I can seek support from the school about online safety, such as via the school website (www.abbotsfarm.co.uk), to help keep my child safe online at home.
9. I will support the school's approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
10. I, together with my child, 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 AFJS community.
11. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by the Abbots Farm Junior School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school's policies and if a criminal offence has been committed, the police being contacted.

13. I know that I can speak to the Online Safety Designated Safeguarding Lead (Mrs Webb), my child's teacher or the Headteacher (Mr Andrews) if I have any concerns over my child's or other members of the Abbots Farm Junior School communities' safety online.

Signed (parents/carers:

Date: