

Haselbury Plucknett Church of England First School

North Street, Haselbury Plucknett, Crewkerne TA18 7RQ



E-mail: haselburyplucknettschool@educ.somerset.gov.uk

Website: www.haselburyplucknettschool.co.uk

Tel: 01460 72833

Headteacher: Mr P Smith

20th December 2017

Dear parents and carers

As part of our ongoing commitment to safeguarding and in particular promoting safe use of the internet, we would like to make you aware of the provision of education your children will be getting regarding this matter.

Please find attached two Acceptable Use Policies. One is a pupil policy – this is for the children to sign to say they understand the importance of following the school rules regarding use of the internet.

The other is a pupil/parent policy which supports the pupil policy. This document outlines what the school promises to provide in terms of online safety education and then we would ask that you take some time to ensure that your children understand the importance of making sure they keep safe and conduct themselves responsibly when using school technology in line with the pupil policy.

After having done this please sign to confirm that you are happy that your child is clear about their responsibilities and return both forms to school. Please be assured that all of this is taught and backed up on a regular basis in school.

If you have any questions at all about these policies, please do come and speak to myself (Mrs Bowery) about them.

Yours sincerely

Lois Bowery
Head of Teaching and Learning

Haselbury Plucknett Church of England First School

North Street, Haselbury Plucknett, Crewkerne TA18

7RC



E-mail: haselburyplucknettschool@educ.somerset.gov.uk

Website: www.haselburyplucknettschool.co.uk

Tel: 01460 72833

Headteacher: Mr P Smith

Pupil Acceptable Computer and Internet Use Policy

Technology is a great tool to find information and to communicate and share with others.

The School encourages its appropriate, effective and safe use.

All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

I understand that I have rights and responsibilities in using technology and will act responsibly when using technology, computers or the internet.

I will report any suspected misuse or problems to a teacher.

I will make sure I have permission to use any material that I find.

I will make sure that I maintain a healthy lifestyle by not spending too much time using technology.

Online bullying

I understand that the school will not accept bullying in any form.

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.

Communication – email, social networks, blog etc.

I will be careful in my communications making sure that nothing I write is offensive or may cause hurt or embarrassment.

I will not write anything that could be seen as insulting to the school.

Mobile Phones

I will not use mobile phones in school.

Responsibilities

I understand that the school will monitor my use of computers and other technology.

I understand that the school may investigate incidents that happen outside school.

I understand that there are regulations in place when pupils use technology and that there are consequences if I do not follow the rules.

Name _____

Signed _____

Class _____ Date _____

Haselbury Plucknett Church of England First School

North Street, Haselbury Plucknett, Crewkerne TA18 7RQ



E-mail: haselburyplucknettschool@educ.somerset.gov.uk

Website: www.haselburyplucknettschool.co.uk

Tel: 01460 72833

Headteacher: Mr P Smith

December 2017

Pupil/Parent Acceptable Use Policy

The internet will be used within school to support children's learning both formally (within taught lessons) and informally (outside taught lessons), at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of internet sites and to maintain a balance between the use of technology and other activities.

Pupils may have opportunities to communicate with others through blogs, communication tools, publishing work to online galleries and email. This will only take place in accordance with the school's policy and procedure. Responsible and considerate language will be used at all times in communicating with others.

Pupils will:

- only use the school technology systems for those activities which they have been given permission to use and under the appropriate supervision of a member of staff.
- use the internet within the school to support learning.
- be made aware of what online-bullying is and what to do if it happens.
- only use the user names and passwords they have been given.
- not download and use material or copy and paste content which is copyright or not covered by the school copyright licenses.
- not attempt to search for, view, upload or download any material that is likely to be unsuitable in a school or is blocked by the school's filter.
- inform a member of staff if they have accidentally accessed inappropriate content.
- use responsible and considerate language in communicating with others.
- be encouraged to maintain a balance between the use of technology and other activities.
- be encouraged to discuss their use of the internet and those sites that are age specific especially Social Network sites.
- only use mobile phones when directed by staff.
- be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- be made aware that the school may investigate incidents that happen outside of school but could have an effect on the school.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate consequences and restrictions placed on future access to school facilities.

Parents should:

- discuss online safety issues with their children
- maintain responsible standards when using social media to discuss school issues, and ensure that any issues of concern are raised with the school directly.
- inform the school
- if they think there is an online safety issue related to the school

If you do not understand any part of this document, please ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

**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.**

I have read, understood and explained the Acceptable Use Policy to my child and I am happy for my child to experience the Internet use described:

Pupil Name (PLEASE PRINT) _____ Class _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____ Date _____

