



Dear Parent/Carer

All pupils use computer facilities including 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
- Internet which may include search engines and educational websites
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones

St Alphege CE Infant school recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precautions, including monitoring and filtering systems, to ensure that pupils cannot access inappropriate materials whilst using school equipment.

Children are closely supervised on-line, and filter precautions are in place and regularly monitored by our ICT technician and DSL. Regular teaching reminds all children of Online Safety using games, posters and film clips relevant the children's age and stage. Regular training for staff and parent information shared at consultations, meetings and through the website reinforce how to protect children.

We recognise however that no technical system can replace online safety education and believe that children themselves have an important role to play in developing responsible behaviour. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

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. Preventing your children from using the internet or mobile phones won't keep them safe in the long run, so it's important to have conversations that help your child understand how to stay safe and what to do if they ever feel scared or uncomfortable.

Some tips to follow at home to keep your child safe online: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

1. Have the conversation early and often

Children and young people spend [an average of 12 hours a week online](#) and it becomes part of their routine early on in life. That's why it's important to start talking to your child about keeping safe online at an early age.

It's easier to have conversations about online safety little and often, rather than trying to cover everything at once.

As your children get older, and technology changes, make sure you keep talking about what they're doing online and how to stay safe.

2. Explore online together

Ask your child to show you their favourite things to do online, and show an interest in what they do - just like you would offline. This will give you a much better idea of what they're getting up to. And it gives you a way to support and encourage them while learning what they know.

3. Know who your child is talking to online

Children don't think of people they've met online through social networking and online games as strangers, they're just online friends.

4. Set rules and agree boundaries

It's useful to agree on some ground rules together. These will depend on your child's age and what you feel is right for them, but you might want to consider:

- the amount of time they can spend online
- when they can go online
- the websites they can visit or activities they can take part in
- sharing images and videos
- how to treat people online and not post anything they wouldn't say face-to-face.

If your child plays online games:

- check the age rating before they play
- make sure you know who they're playing with
- talk to them about what information is OK to share with other players
- negotiate the amount of time they spend playing online games.

5. Make sure that content is age-appropriate

You know your child best, so check that the websites, social networks and games they're using are suitable for them.

Check that your browser's homepage (the page that you see when you open an internet window) is set to a website that you're happy for your child to see.

Online games, movies and some websites will also have an age rating or minimum age to sign up. Age limits are there to keep children safe. So you shouldn't feel pressured into letting your child sign up or use websites that you feel they are too young for.

6. Use parental controls to filter, restrict, monitor or report content

You can set up parental controls to stop your child from seeing unsuitable or harmful content online:

- Internet Service Providers (ISPs), such as Virgin Media, TalkTalk, Sky or BT, provide controls to help you filter or restrict content.
- Laptops, phones, tablets, game consoles and other devices that connect to the internet have settings to activate parental controls.
- Software packages are available - some for free - that can help you filter, restrict or monitor what your child can see online.

Remember that if your child goes online away from home, the same controls might not be in place at other people's houses or on public Wi-Fi. Agree with your child how they will use public Wi-Fi or let other parents know what your child is or isn't allowed to do online.

As your child gets older you can change the level of control that you use. If your child asks you to remove the controls completely, and you are happy to do so, make sure you agree what behaviour is acceptable online first.

7. Check they know how to use privacy settings and reporting tools

Full details of the school's Acceptable Use Policy and Online Safety Policy are available on the school website www.st-alphege.kent.sch.uk or on request.

We request that all parents/carers support the schools approach to Online Safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website's www.st-alphege.kent.sch.uk for more information about the school's approach to Online Safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about Online Safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact me.

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.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jacqui Spinks', with a long horizontal line extending to the right.

Jacqui Spinks
Head of School



Pupil's Acceptable Use Policy:

EYFS and KS1

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do
- I keep my personal information and passwords safe
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I keep information about me safe online
- I always tell a grown up if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online
- I have talked about these rules at home with my family



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 only click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always tell a grown up if something online makes us feel unhappy or worried.



We keep information about ourselves safe and don't share it with people we don't know.

We can only send messages online which are polite and friendly.



Pupil Acceptable Use of Technology Policy: Parental Acknowledgment

1. I, with my child, have read and discussed the pupil acceptable use of technology policy (AUP). I understand that the AUP applies to the use of the internet and other related devices and services, inside and outside of the school.
2. I am aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both my child and the school systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I, with my child, am aware of the importance of safe online behaviour 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.
5. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
6. 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.
7. I will support the school's online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home.

Child's Name _____

Date _____

Parent/Carers Acceptable Use Policy Statements

1. I know that my child will be provided with internet access and will use a range of IT systems as appropriate in order to access the curriculum and be prepared for modern life whilst at St Alphege CE Infant School or Sunbeams Nursery
2. I am aware that my child's use of mobile technology and devices, such as mobile phones, only permitted under direct supervision from an adult.
3. I am aware that any internet and technology use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the school 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 learners are safe when they use the school internet and systems. I 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 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 learner Acceptable Use of Technology Policy (AUP) with my child.
7. I will support school 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.st-alphege.kent.sch.uk, to help keep my child safe online at home.
9. I will visit the following websites for more information about keeping my child(ren) safe online
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
10. 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.
11. 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 school community.
12. 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.
13. I understand that if I or my child do not abide by our AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.

14. I know that I can speak to the Designated Safeguarding Lead, Jacqui Spinks (Head of School) or my child's teacher if I have any concerns about online safety.
15. I will inform the school if I have concerns over my child's or other members of the school communities' safety online.
16. I understand that my child needs a safe and appropriate place to access remote learning if my child is required to self-isolate due to Covid-19 pandemic. I will ensure that my child's access to the remote learning is appropriately supervised and any use is in accordance with the school remote learning policy.
17. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or add any images, videos, sounds or text that could upset, threaten the safety of or offend and member of the school community

I have read, understood and agree to comply with the St Alphege CE Infant School Parent Acceptable Use Policy.

Child's Name _____

Class _____

Parent's Name _____

Parent's Signature _____

Date _____