

September 2018

E-safety form

Dear Parents/Carers,

As you know, your child's safety is of utmost importance whilst they are in school care. We endeavour to keep your child safe at all times, including during ICT (computer and technology) lessons – and particularly when using the internet.

Although we do have online filters, such as 'Smoothwall' Safeguarding at Stepney, which are organised through the 'Yorkshire & the Humber Co-operative Trust (YHCLT) ICT support team, we also need all pupils to be aware of the dangers; so they can avoid them. We have devised some basic rules; which we teach the pupils regarding use of the internet at Stepney which we would like to share with you, and ask for your support instigating these rules.

Please read and sign the attached e-safety form, and help your child read and understand the importance of safety when working online.

According to the General Data Protection Regulations (GDPR) which came into force in May 2018, we need you to sign the e-safety parental agreement form.

Yours faithfully

Paul Browning
Head teacher

E-Safety Rules

- * The school owns the computer network and can set rules for its use;
- * It is a criminal offence to use a computer or network for a purpose not permitted by the school;
- * Irresponsible use may result in the loss of network or Internet access;
- * Network access must be made via the user's authorised account and password, which must not be given to any other person;
- * All network and Internet use must be appropriate to education;
- * Copyright and intellectual property rights must be respected;
- * Messages shall be written carefully and politely, particularly as the email could be forwarded to unintended readers;
- * Anonymous messages and chain letters are not permitted;
- * Users must take care not to reveal personal information when they use email, personal publishing, blogs or messaging;
- * The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission;
- * Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

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Rules for Pupils

Think then Click

E-Safety Rules for pupils

- We ask permission before using the Internet.
- We only search the internet when instructed to as part of our learning and when doing so, we search according to teacher guidance.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people a member of staff has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We don't send messages, photos or videos by computers, ipads, mobile phones or other devices, which are about other people, unless we have their permission.
- We don't use send any type of messages by these electronic devises if they may cause upset, harm about others or which may be considered to be bullying.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

 Stepney
E-Safety

Pupil and Parent e-safety agreement

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer network, ipads, electronic tablets, Internet access and other new technologies in a responsible way at all times.
- I know that I may not use my own mobile phone within school.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Internet Access

I have read the school e-safety rules and understood what my child is allowed/not allowed to do in school in terms of this and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.

I understand that my child will not be able to use his/her own personal mobile phone or other electronic device in school or during school activities, such as class visits.

Signed:

Date:

Please print name:

Please complete, sign and return to the class teacher

The school's E-Safety Rules are written in accordance with the General Data Protection Regulations and the Yorkshire and the Humber Co-operative Learning Trust's Data Protection Policy.

Staff also have to adhere to the YHCLT's IT Acceptable Usage Policy.

All these policies may be accessed via our school website or obtained in hard copy at the school office.