E-Safety at Northwood Primary School

A Guide for Parents and Carers

At Northwood Primary we are committed to making sure all of our children remain safe at all times, including when they are using ICT, including email and Social Networking Sites

Why do we need to use the internet in school?

The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience.

Internet use is a part of the curriculum and a necessary tool for staff and pupils.

Our school internet access is designed for pupil use and includes filtering to stop inappropriate content being available to our children.

We teach the children how to search the internet safely and see whether the content they have searched for is what they need.

Email:

- Pupils may only use approved e-mail accounts on the school system and immediately tell a teacher if they receive an offensive message.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet with anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The forwarding of chain letters is not permitted.

Social Networking Sites:

It is worth remembering that children younger than 16 should not have access to social networking sites.

The school will control access to social networking sites and educate children in their safe use. Children are advised never to give out personal details of any kind which may identify them, their friends or their location. Parents are advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. Staff are not allowed to make friends with children on social networking sites and will be shown how to block children from viewing their private pages.

Authorising Internet Access:

All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resources. The school will maintain a current record of all staff and pupils who are granted access to ICT systems.

Parents will be asked to sign and return a consent form, and children asked to sign the agreement as well.

Misuse:

Complaints of internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Head Teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

Pupils and parents can access the complaints procedure on the web-site or through the Head Teacher.

Pupils and parents will be informed of any consequences for pupils misusing the internet.

Advice for Parents:

- Use internet filtering software such as CyberSentinel, walled gardens and child friendly search engines.
- Check out what child protection services your internet provider offers.
- Keep the computer in a communal area of the house.
- Tell your children not to give out personal details. If they want to subscribe to a service (after gaining your permission) make up a family name.
- Encourage your children to tell you if they feel upset or threatened.

Get help at: www.parentsonline.gov.uk, www.kidsmart.org.uk, www.thinkuknow.co.uk

Pupil Acceptable Use Agreement (Key Stage 2)

Northwood Primary School

Name: **Class:**

- I will only use ICT in school for school purposes.
- I will only use my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my passwords for the school network or other learning websites.
- I will only open/delete my own files.
- I will make sure that all ICT related contact with other children and adults is appropriate and polite.
- I will not deliberately look for, save or send anything that could offend others.
- If I accidentally find anything inappropriate on the internet I will tell my teacher immediately.
- I will not give out my personal details such as my name, phone number, home address or school.
- I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.
- I will not arrange to meet someone unless it is part of a school project approved by my teacher and a responsible adult comes with me.
- I know that my use of ICT can be checked and that my parent or carer can be contacted if a member of staff is concerned about my safety.

Signature Pupil:……………………………………………………………………….

Signature Parent:………………………………………………………………………Date……………………….