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 click on the buttons or links when we know what they do.	
	We can search the Internet with an adult.
We always ask if we get lost on the Internet.	
	We can send and open emails together.
We can write polite and friendly emails to people that we know.	

Key Stage 2 (Years 3-6)

Think then Click

These rules help us to stay safe on the Internet

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult 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 do not open e-mails sent by anyone we don't know.

Littletown Primary Academy
e-Safety Policy Parent/Carer Consent Form

All pupils use computer facilities including Internet access as an essential part of their learning, as required by the National Curriculum. Both pupils and parents are asked to sign to show that e-Safety Rules have been understood and agreed. A full copy of the e-Safety policy is available on our school website.

Name:	Class:

Pupil's Agreement

- I have read and understand the school e-Safety rules with my parents.
- I will use the computer network, e-mail, Internet and new technologies in a responsible way at all times.
- I know that my network, e-mail and Internet access may be monitored.
- I understand that these facilities may be withdrawn if I abuse them.

Signed:	Date:

Parent's consent for web publication of work and photographs
I agree that my son/daughter's work may be published electronically. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's consent for Internet access
I have read and understood the school e-safety policy and give permission for my son/daughter to access the Internet. I understand that school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials by appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

If you do not give consent for either publication of work and photographs or internet access, please delete as appropriate.

Signed:	Date:

Please print name:

Please complete, sign and return to school ASAP. Thank you.

<u>Staff Code of Conduct for ICT</u>
<u>Acceptable Use Policy for Littletown Primary Academy</u>

The ICT system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has a code of conduct drawn up to protect all parties – the pupils, the staff and the school. To ensure members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use the school ICT system for purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that the school information systems may not be used for private purposes without specific permission from the headteacher.
- I understand that use for personal financial gain, gambling, political purposes or advertising is forbidden.
- I understand that my use of school information systems, laptops, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any hardware or software without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property.
- I will report and incidents of concern regarding children's safety to the designated Child Protection Co-ordinator.
- I will ensure that electronic communications with pupils including e-mail, instant messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will not use a personal mobile phone for taking images of children in school.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understand and accept the Staff Code of Conduct for ICT.

Signed………………………………………………….

Printed Name………………………………………….

Date…………………………………………………