

Be smart on the internet

Childnet International
www.childnet.com

S SAFE Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

M MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

A ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R RELIABLE Information you find on the internet may not be true, or someone online may be lying about who they are.

t TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.
You can report online abuse to the police at www.thinkuknow.co.uk

www.kidsmart.org.uk

KidSMART Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

THINK U KNOW

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*At Slimbridge Primary School, I follow the **SMART** rules for staying safe online. In addition to this, I agree to use the internet safely by remembering these important points:*



I will not give out personal information such as my address, telephone numbers, parents'/carers' work address/telephone number without my parent's permission.



I will tell my parents or carers right away if I come across something that makes me feel uncomfortable.



I will never agree to get together with someone I 'meet' online without first checking with my parents.



I will talk with my parents about posting pictures of myself or others online and not post any pictures that my parents consider to be inappropriate.



I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away.



I will talk with my parents/carers so that we can set up rules for going online and using a mobile phone or tablet. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.



I will not give out my passwords to anyone (even my best friends) other than my parents.



I will check with my parents/carers before downloading or installing software or doing anything that could possibly hurt our computer or mobile

device or jeopardise my family's privacy.



I will be a good online citizen and not do anything that hurts other people or is against the law.



I will help my parents/carers understand how to have fun and learn things online and teach them things about the internet, computers and other technology.

Please date and sign below to show that you and your child have read the SMART rules for Internet Safety.

Pupil's name	
Pupil's signature	
Parent/carer's signature	
Date	

Slimbridge Primary School

Acceptable Use Policy for ICT

For all adults working at school

As adults working at school, you must be fully aware of your safeguarding responsibilities when using ICT. You must read this policy in conjunction with the Online Safety Policy and sign to show your understanding and agreement.

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

INTERNET ACCESS

- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance and that they may not be used for private purposes without specific permission from the Head Teacher. I understand that I must not access or attempt to access any sites that may be deemed inappropriate, illegal or offensive.

USE OF EMAIL AND SOCIAL MEDIA

- I understand that I am not permitted to use my school email account for personal business and that all my emails must remain professional.
- I will use my school-approved email address for significant matters relating to my work, including communication with parents and other external agencies.
- I understand that there must be no electronic communications with pupils including email, instant messaging and social networking sites (i.e. Facebook, Instagram, Snapchat), outside the school's own website or blogs. I will ensure that communication is compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will ensure that all communications with parents, including email, are consistent with the school's ethos. My use of any social networking sites must portray the school, its children, the staff, the governors, parents and the wider community positively. (If it can't be positive, don't say it! If in doubt, don't say it.)
- I will ensure that I do not engage in any on-line activity that may compromise my professional responsibilities.

ICT EQUIPMENT

- I appreciate that ICT includes a wide range of systems, including mobile phones, tablets, digital cameras, email and social networking and that ICT use may also include personal devices (such as USBs) when used for school business, even when used off-site.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager and will ensure I log off after use.
- I will not install any software or hardware without permission. I will respect copyright and intellectual property rights.
- I will ensure that personal data is stored securely (laptops or portable hard drives are password protected and USBs are encrypted) and used appropriately, whether in school or taken off the school premises. I will not store data, including photos, on my own systems without specific (and time-limited) authorisation.
- I will promote online safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing. I will report any incidents of concern regarding children's safety to the Head Teacher or in her absence, a designated safeguarding officer.
- I understand that 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.
- If an individual leaves the employment of the school, any equipment must be returned; if not the member of staff will be billed an appropriate amount.