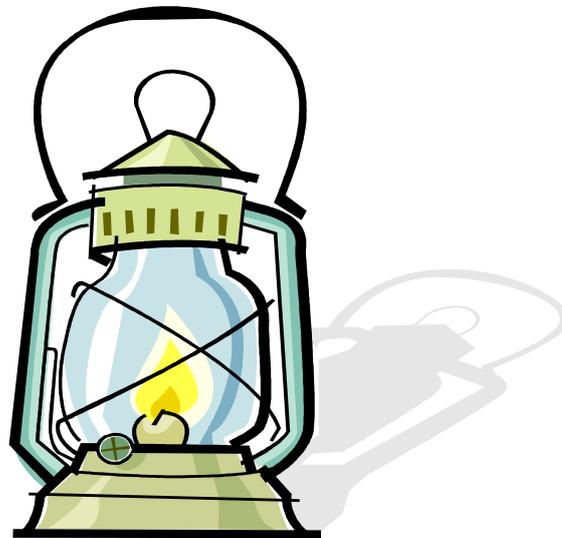




# *COMPUTING POLICY*



Autumn 2018



*“Shine like a lantern in the presence of the Lord.”*

## CONTENTS

A. VISION.....	3
B. WHAT IS COMPUTING? .....	3
C. CROSS-CURRICULAR.....	4
D. PROBLEMS WITH COMPUTER EQUIPMENT/SOFTWARE.....	4
E. MANAGED LEARNING ENVIRONMENT.....	4
F. MINIBOOKS .....	4
APPENDIX 1 – ACCEPTABLE USE AGREEMENT (EYFS) .....	5
APPENDIX 2 – ACCEPTABLE USE AGREEMENT (YEARS 1-5).....	9
APPENDIX 3 – ACCEPTABLE USE AGREEMENT AND PERMISSION TO USE MINI-BOOK AT HOME (YEAR 6) ...	13
APPENDIX 4 – PUPIL ACCEPTABLE USE AGREEMENT (NURSERY AND RECEPTION).....	20
APPENDIX 5 – ACCEPTABLE USE AGREEMENT (KS1).....	21
APPENDIX 6 – ACCEPTABLE USE AGREEMENT (KS2).....	22

## **A. Vision**

Technology is changing the lives of everyone. Through teaching computing and incorporating it in the curriculum, we equip the children to participate in an ever rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable the children to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in an effective and discerning way. Computer skills are a major factor in enabling children to be confident, creative and independent learners.

Our school believes that:

- Computing can make learning more effective for many pupils, across the curriculum, at school and increasingly in the home.
- In the information age achievement is increasingly associated with the use of technology systems.
- Technology can provide: enhanced collaborative learning opportunities; better engagement of pupils; easier access to rich content; support conceptual understanding of new concepts and can support the needs of all our pupils.

## **Principles**

- Investments in software and hardware systems are linked to the aim of making learning more effective and giving rise to greater pupil achievement.
- We will seek to evaluate and maximise the effectiveness of our suite and classroom systems in making learning effective.
- We will not allow obstacles to stand in the way of developments that will ensure the effective use of expensive resources.
- Computing systems will be deployed to make the Computing Suite and classroom systems available to every pupil by means of an hour's tuition for each class in the Computing Suite.
- We provide appropriate opportunities for teaching staff to evaluate the impact of computing upon learning, with the aim of making that learning using computing more effective.
- We provide opportunities for pupils to use computing in a meaningful way through cross curricular opportunities.

## **B. What is Computing?**

Computing is an ever evolving subject concerned with the development of skills in technology handling and computational thinking to allow children to become digitally literate so they can responsibly use technology to express themselves, develop ideas, communicate and create programs.

### Computing at St Bede's

At St Bede's children have the opportunity to:

Develop logical reasoning and problem solving skills when analysing, designing, correcting errors in simple algorithms and evaluating their work and to use technology safely and responsibly.

In KS1 and KS2, children follow the 'Switched on Computing' scheme of work. This scheme of work provides the children with tools and skills that will enrich children's learning within the context of the whole curriculum.

During their computing lessons, children will be covering the following skills and topics from the National Curriculum.

- Programming
- Computational thinking
- Creativity
- Computer networks
- Communication and collaboration
- Productivity
- Online safety

### **C. Cross-Curricular**

Where appropriate we integrate computing into class topics, with teachers capitalising on the many and varied opportunities that a topic presents. We recognise the active contribution that computing can make in raising the standards of teaching and learning in many other subjects. However, we also present computing as a subject in its own right, recognising that it is not possible to develop skills in all aspects of the subject through an integrated approach. Pupils are encouraged to contribute actively using, amongst other things, the whiteboards, multimedia equipment and Fronter. Year 6 are also able to use Minibooks, which have been assigned to them, to support cross curricular learning.

### **D. Problems with computer equipment/software**

Problems are logged in the Blue Folder in the Computing Suite. These are then dealt with by the technician or co-ordinator as appropriate. The more complex problems which the technician cannot repair, are reported to Computer Talk (who generally repair equipment on site), the computing unit at the borough or RM support.

A log of faults/ problems is kept to allow identification of whole school issues, either with care of equipment or training needed for staff to prevent/ troubleshoot problems.

### **E. Managed Learning Environment**

Fronter is the Managed Learning Environment (MLE) which the school uses. This product ensures, amongst other things, that:

- Pupils, teachers and support staff can share and collaborate effectively.
- There is a safe and secure, individual online working space for the school workforce.
- Pupils can benefit from anytime, anywhere learning as school work can be accessed from any computer which has internet access.
- Parents have a greater understanding of their pupils' learning, as teachers can communicate with them through their Fronter room.

All staff members must follow the "Acceptable Use Agreement" (See Online Safety Policy). All members of the school community must follow the "Acceptable Use Agreement". All parents/carers are asked to sign an "Acceptable Use Agreement" (see Appendix 7 and Appendix 8. This agreement outlines the rules which must be followed in order to become a responsible user of technology and the internet. All parents and pupils must agree to these responsibilities each.

The Acceptable Use Agreements have been adapted for each Key Stage.

### **F. Minibooks**

In year six the children have access to a Minibook. These are to be used as a tool to enhance cross-curricular learning through computing. The pupils are allowed to take these Minibooks home in year 6 to further extend their learning based on work carried out in class as long as the parent has signed the Acceptable Use Agreement and the Use of Minibooks at Home Permission Form (Appendix 6).

Appendix 1 – Acceptable Use Agreement (EYFS)

**Acceptable Use Agreement: Parent/Carer**

**St Bede's Catholic Primary School and Nursery** regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

**Internet and ICT:** As their parent or legal carer, I am happy for the school to give my child access to:

- the Internet at school
- the school's chosen email system ([www.lgfl.net](http://www.lgfl.net))
- the school's online managed learning environment (**Frontier**) plus any educational apps e.g. ActivLearn Primary/Education City etc
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

**Use of Digital Images, Photography and Video**

I understand the school has a clear policy on "the use of digital images and video" (see overleaf) and I support this.

- I understand that the school will take and use photographs/videos that include my child to use within school premises to support learning activities e.g. as part of the learning record and in displays within the school.
- I understand that the school will take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.
- I understand that the school will take and use photographs/video that include my child for use on the school website e.g. for class blogs.

**I understand that I may withdraw consent for use of my child's photograph/video at any time by writing to the School Office.**

**Social networking and media sites:**

I understand that the school has a clear policy on "The use of social networking and on-line media" (see overleaf) and I support this.

I will not take and then share online, photographs, videos, etc. of other children (or staff) at school events without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

Please read the above and sign and return the form attached. Keep this Acceptable Use Agreement document for your records and future reference.

## **SAFETY ADVICE FOR PARENTS**

### **THE USE OF DIGITAL IMAGES AND VIDEO**

To comply with the Data Protection legislation, we need your permission before we can photograph or make recordings of your child.

We apply the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

For more information, see the policy section on the School website

### **THE USE OF SOCIAL NETWORKING AND ON-LINE MEDIA**

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.

- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will be responded to.

## Acceptable Use Agreement Form: Parents/Carer (EYFS)

For signature by parent/carers

Child's name: ..... Class: .....

I have read, understood and accept the terms set out in the Acceptable Use Agreement document

Signature: .....  
Parent/Carer

Name: .....  
Parent/Carer

Date: .....

## Acceptable Use Agreement: Parent/Carer

**St Bede's Catholic Primary School and Nursery** regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

**Internet and ICT:** As their parent or legal carer, I am happy for the school to give my child access to:

- the Internet at school
- the school's chosen email system ([www.lgfl.net](http://www.lgfl.net))
- the school's online managed learning environment (**Frontier**) plus any educational apps e.g. ActivLearn Primary/Education City etc
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

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- I understand that the school will take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.
- I understand that the school will take and use photographs/video that include my child for use on the school website e.g. for class blogs.

**I understand that I may withdraw consent for use of my child's photograph/video at any time by writing to the School Office.**

### **Social networking and media sites:**

I understand that the school has a clear policy on "The use of social networking and on-line media" (see overleaf) and I support this.

I will not take and then share online, photographs, videos, etc. of other children (or staff) at school events without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

Please read the above and sign and return the form attached. Keep this Acceptable Use Agreement document for your records and future reference.

## SAFETY ADVICE FOR PARENTS

### THE USE OF DIGITAL IMAGES AND VIDEO

To comply with the Data Protection legislation, we need your permission before we can photograph or make recordings of your child.

We apply the following rules for any external use of digital images:

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**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

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- **Common sense**

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*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.

- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will be responded to.

St Bede's Catholic Primary School & Nursery

Acceptable Use Agreement Form: Parents/Carer (Years 1~5)

For signature by parent/carers

Child's name: ..... Class: .....

Please **tick each box** to confirm you are agreeable to the following:

	Please tick
<ul style="list-style-type: none"><li>I am happy for the school to take and use photographs/videos that include my child to use within school premises to support learning activities e.g. as part of the learning record and in school displays.</li></ul>	
<ul style="list-style-type: none"><li>I am happy for the school to take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.</li></ul>	
<ul style="list-style-type: none"><li>I am happy for the school to take and use photographs/video that include my child for use on the school website e.g. for class blogs.</li></ul>	
<ul style="list-style-type: none"><li>I am happy that my child's photograph will be taken twice a year by the school photographer for purchase by myself.</li></ul>	
<ul style="list-style-type: none"><li>I have read, understood and accept the terms set out in the Acceptable Use Agreement document.</li></ul>	

Signature:

.....  
...  
Parent/Carer

Name:

.....  
...  
Parent/Carer

Date:

.....  
...

Please note: you may withdraw consent at any time by writing to the headteacher via the school office or email [admin.stbedes@redbridge.gov.uk](mailto:admin.stbedes@redbridge.gov.uk) identifying specifically what you are withdrawing consent for.

## Appendix 3 – Acceptable Use Agreement and Permission to Use Mini-book at Home (Year 6)

To the Families of Year 6 Pupils

Dear Family

We would like to provide further clarification with regard to Minibook use both inside and outside school.

### Carrying Minibooks in class

- Ensure cover of Minibook is closed.
- Minibooks must be picked up with two hands.
- When walking to and from the classroom trolley with their Minibook, children must be aware of obstacles in their path which may cause danger to them or damage to their Minibook.
- The Minibook should be carefully placed on a table and not dropped from any height, no matter how small.

### When packing the Minibook to take outside school

- The child should bring their Minibook to their desk if not already on there.
- The child should then bring their backpack to their desk.
- They should then place the Minibook carefully into the black protective sleeve.
- They can then place it carefully into the Minibook backpack provided.

### Carrying the Minibook outside school

- The backpack should be worn securely on the child's back. The child should insert both arms through the straps which must then rest firmly on their shoulders.
- Your child must only walk whilst they are carrying their Minibook.
- On no occasion should you allow your child to run, skip or jog whilst carrying their Minibook.

### Taking the Minibook outside school

**Year 6 use their Minibooks every day in class. If they take it home, it is vital that it is returned to school the next morning otherwise the pupil cannot use it in class and this will affect their learning.**

- Children will only bring the laptop home when their class teacher has set a specific task for that evening.
- Parents are responsible for the Minibook from the time their child leaves the school e.g. if the laptop is damaged at a friend's house, an after school club or childminder's house then the parent/guardian will be liable for repair/replacement. **If a child attends an after school club or childminder, please remind them they should not use the mini-book whilst there and it should be put in a secure place. Please also contact your childcare provider to ensure they are aware of this.**
- The Minibook remains the responsibility of the child's parent/guardian until 8.50am the following morning unless the child attends an extra-curricular club at St Bede's Primary School.
- Any child attending an extra-curricular club at St Bede's must take their Minibook with them when they leave their classroom. This must then be stored in a safe place for the duration of the club e.g. the stage in the hall or an allocated table in a classroom (wherever the club takes place). Minibooks must not be left on the floor in the hall or classroom. Pupils must inform the leader of the club that they have left their Minibook

in the designated place. After the club, the pupil should retrieve their Minibook to take home. The Minibook must never be left unattended on the school playground.

### **The use of the Minibook outside school**

- The use of the Minibook's recording equipment e.g. sound and video recorders is **strictly prohibited** unless your child is directed by their class teacher to undertake a learning activity.
- The use of memory sticks or peripheral devices, such as an external hard drive is **strictly prohibited** due to the possibility of the school's network being infected by a virus.
- As a parent/guardian you are responsible for monitoring your child's internet activity. If your child is browsing for inappropriate content, sanctions will be implemented immediately. Your child's use of their Minibook must follow St Bede's Online Safety Policy at all times. You can find this policy on the school website.
- Uploading content to the internet is **strictly prohibited** unless directed to do so by your child's class teacher.
- Please ensure that the Minibook is charged every night using the lead provided; this is so that the Minibook is ready for use in school the following day.
- The attached Permission To Use the Minibook at Home (Form 1) and Online Safety Agreement (Form 2) must both be signed and returned to school by you as the child's parent/carer prior to the Minibook being allowed home.

### **Sanctions**

- If a Minibook is damaged in school due to a child's irresponsible behaviour, you will be contacted in order to meet with your child's Phase Leader.
- If the Minibook is not returned to school the following morning, we will contact you and ask for you to make urgent arrangements to drop it into school so your child can use it in class. As mentioned previously, the pupils use the Minibooks everyday and not having access to it will impact on their learning.
- If we discover that a virus has been transferred onto the school network through the use of a memory stick or homemade CD or any other peripheral device on your child's Minibook then expenses for the recovery of any data lost from the school's network will be borne by the parent/guardian.
- If your child does not follow St Bede's On-line Safety Policy then their Minibook will be immediately withdrawn for further investigation by the headteacher.
- If your child uploads content to the internet without their class teacher's consent then their Minibook will be withdrawn as the school's On-line Safety guidelines are not being adhered to. Any breaches will be referred to the headteacher for further investigation. This does not apply to the use of Fronter as this is the school's own internal website and cannot be viewed by the general public.

If you wish to discuss the contents of this letter any further, please contact the school in writing to the school office or by email to [admin.stbedes@redbridge.gov.uk](mailto:admin.stbedes@redbridge.gov.uk).

Yours sincerely

*Gary Nott*

Gary Nott

## On-line Safety Agreement Form: Parent/Carer

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I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

### Use of Digital Images, Photography and Video

I understand the school has a clear policy on "the use of digital images and video" (see summary information sheet attached) and I support this.

- I understand that the school will take and use photographs/videos that include my child to use within school premises to support learning activities.
- I understand that the school will take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.
- I understand that the school will take and use photographs/video that include my child for use on the school website; for class blogs and displays within school and that my child's photograph will be taken twice a year by the school photographer for purchase by myself.

**I understand that I may withdraw consent for use of my child's photograph/video at any time by writing to the School Office.**

### Social networking and media sites:

I will not take and then share online, photographs, videos, etc. of other children (or staff) at school events without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

Please read the above and **sign and return Form 2** attached.

## **SAFETY ADVICE FOR PARENTS**

### **THE USE OF DIGITAL IMAGES AND VIDEO**

To comply with the Data Protection legislation, we need your permission before we can photograph or make recordings of your child.

We apply the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

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Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used at school include:

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- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

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This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. **This is cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.

- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will be responded to.

St Bede's Catholic Primary School & Nursery

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S CLASS TEACHER WITH FORM 2  
BY 16 NOVEMBER 2018

Permission Form for Use of Minibook at Home (see Document 1)

Name of pupil: ..... Class:  
.....

Please ensure Section A and B are completed and sign and return the permission form to school together with the signed Online Safety Agreement Form

SECTION A

ACCEPTANCE BY PUPIL

As a school user of a Minibook, I agree to comply with the school rules on its use. I will use the Minibook in a responsible way and I will observe all the guidelines explained to me by the school.

Pupil signature: .....  
Date: .....

SECTION B

I grant permission for my child to make use of a Minibook at home. I understand my responsibilities as detailed in the covering letter and accept that my child will use the equipment sensibly. The Minibook remains school property and I will return it to St Bede's if/when my child leaves. I also understand that the school may, at any time, check the Minibook for inappropriate use.

Signed ..... Date: .....  
(Parent/Carer)

Name of Parent:  
.....

## St Bede's Catholic Primary School & Nursery

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S CLASS TEACHER WITH FORM 1  
BY 16 NOVEMBER 2018

### On-line Safety Agreement Form: Parents/Carer (see document 2) Acceptance of Terms

**For signature by parent/carers**

I understand the school has a clear policy on “the use of digital images and video” (see separate information sheet) and I support this.

Please **tick** to confirm you are agreeable to the following:

	Please tick
<ul style="list-style-type: none"> <li>I am happy for the school to take and use photographs/videos that include my child to use within school premises to support learning activities.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am happy for the school to take and use photographs/video that include my child in school publications that reasonably promotes the work of the school.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I am happy for the school to take and use photographs/video that include my child for use on the school website; for class blogs and displays within school and that my child's photograph will be taken twice a year by the school photographer for purchase by myself.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I have read, understood and accept the terms set out in the document 2 (On-line Safety Agreement)</li> </ul>	<input type="checkbox"/>

Signature: .....

Parent/Carer

Name: .....

Parent/Carer

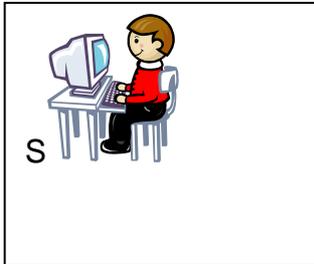
Date: .....

Please note: you may withdraw consent at any time by writing to the headteacher via the school office or email [admin.stbedes@redbridge.gov.uk](mailto:admin.stbedes@redbridge.gov.uk) identifying specifically what you are withdrawing consent for.

## Acceptable Use Agreement: Nursery and Reception

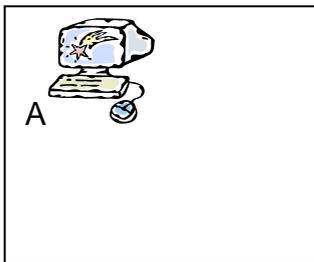
To be discussed with child in class and ticked to confirm understanding.  
The class rules will be clearly displayed in class as a reminder to pupils

# Think before you click



### Stay safe:

I will only use a computer or the Internet with a trusted adult.



### Always ask:

I will only click on apps and icons when I know they are safe.



### Friendly:

I will only type friendly and polite messages.



**Every time** I see something I don't like on a screen, I will always tell a trusted adult.

Child's name: .....Class: .....

## Acceptable Use Agreement: Key Stage 1

To be discussed with child in class and ticked to confirm understanding.  
The class rules will be clearly displayed in class as a reminder to pupils

# Think before you click

I keep **Safe online** because:

- I **CHECK** it's **OK** to use a **website** or **game** or   
app.
- I **ASK** for help if I get lost online.
- I **THINK** before I click on things.
- I **KNOW** online people are really **strangers**.
- I am **RESPONSIBLE** so never share  
**private information**.
- I am **KIND** and polite online.
- I **TELL** a **trusted adult** if I am worried  
about anything.

My **trusted adults** are:

Teacher





Child's name: .....Class: .....

Appendix 6 – Acceptable Use Agreement (KS2)

## Acceptable Use Agreement: Key Stage 2 – Pupils

These rules will help keep me safe and help me to be fair to others:

**I am an online digital learner:** I use the school's IT equipment with respect and care. I use it only for schoolwork, homework and other activities approved by trusted adults. I will not open an attachment, or download a file, unless I know and trust the person who has sent it and have permission from a member of staff.

**I am a secure online learner:** I keep my logins and passwords secret.

**I am careful online:** I think before I click on links and only download when I know it is safe or has been agreed by trusted adults.

**I am guarded online:** I only give out my full home address, phone number, send a photograph, video or other personal information that could be used to identify me or my family and friends when my trusted adults have agreed.

**I am cautious online:** I know that some websites and social networks have age restrictions (Google+ (incl. Gmail), Facebook, SnapChat, Instagram – 13+ / WhatsApp – 16+) and I respect this. I only use internet sites and apps that I know my trusted adults have agreed.

**I am considerate online:** I do not get involved with bullying or sharing inappropriate material. I will not bring files into school without permission or upload inappropriate material to my workspace.

**I am respectful online:** I do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these. I will only e-mail people I know, or a trusted adult has approved. The messages I send, or information I upload, will always be polite and sensible.

**I am responsible online:** I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed online or is being affected by things they see or hear online.

**I am a creative digital learner online:** I only edit or delete my own digital work and only use other people's work with their permission or where the work is shared through a Creative Commons licence. If I accidentally delete any files, I will report it to a trusted adult at school.

**I am a researcher online:** I use safer search tools approved by my trusted adults and know to 'double check' all information I find online.

**I am a collaborator online:** I communicate with people I know and have met in real life or that a trusted adult has approved.

**I am SMART online:** I understand that unless I have met people in real life, an online person is actually a stranger. I may sometimes want to meet these strangers so I will always ask my trusted adults for advice, permission and to come with me.

I understand that the school can and will check my computer files and the Internet sites I visit.

I will speak to my parent(s), teacher or other trusted adult(s) if I have any concerns about this at any time.

## Acceptable Use Agreement Form for Pupils (to be signed in class)

Child's name: .....

Class: .....

I have read and understand the rules set out in the Acceptable Use Agreement (KS2) and agree to follow them.

If I have any problems regarding this, I will speak to my parent(s); class teacher or other trusted adult(s).

Child's Signature: .....

Date: .....