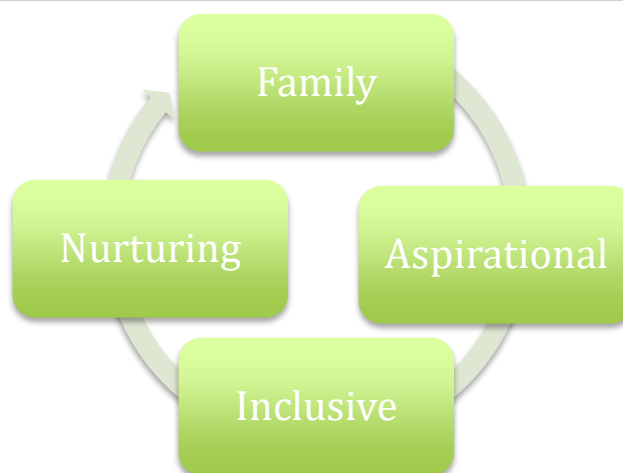


Tenterfield Nursery School

Online Safety & Acceptable Use Policy

Based on Model Policy	HR Services
Review body:	FGB
Date issued:	Nov 2025
Review frequency:	Every Year
Review Date:	Nov 2026
Target audience:	All stakeholders

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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1. Introduction

Tenterfield Nursery school recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that **all** children, staff and governors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interest of all children.

Staff are aware that some children may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues. We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a safe online environment.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

2. Responsibilities

The headteacher and governors have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored. The named online safety lead in this school is Vicky Beare.

All breaches of this policy must be reported to Vicky Beare.

All breaches of this policy that may have put a child at risk must also be reported to the DSL, Vicky Beare.

Organisations that are renting space from the school and are a totally separate organisation should have and follow their own online safety policy and acceptable use agreements. However, if the organisation has any access to the school network, cloud-based services

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and/or equipment then they must adhere to the school's online safety procedures and acceptable use agreements.

If the organisation is operating in school time or when children are on site in the care of the school, then the safeguarding of children is paramount and the organisation must adhere to the school's online safety procedures and acceptable use agreements.

3. Scope of Policy

The policy applies to:

- children
- parents/carers
- teaching and support staff
- school governors
- peripatetic teachers/coaches, supply teachers, student teachers
- visitors
- volunteers
- voluntary, statutory or community organisations using the school's facilities

The school provides online safety information for parents/carers, for example, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting their child/ren to behave appropriately and keep themselves safe online.

This policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community. It is linked to the following other school policies and documents: safeguarding, Keeping Children Safe in Education, GDPR, health and safety, home-school agreement, home learning, behaviour and anti-bullying.

The school expects everyone to use internet, mobile and digital technologies responsibly and strictly according to the conditions set out in this policy. This policy also includes expectations on appropriate online behaviour and use of technology outside of school for children, parents/carers, staff and governors and all other visitors to the school.

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4. Responsibility for the Policy and Procedure

Role of the Data Protection Officer

The data protection officer will:

- have expert knowledge of data protection law and practices
- inform the school and staff about their obligations to comply with the Data Protection Act 2018 laws;
- ensure data management is strengthened and unified;
- monitor compliance with the Data Protection Act 2018;
- manage internal data protection activities;
- ensure risk and impact assessments are conducted in accordance with ICO guidance;
- report data breaches within 72 hours;
- ensure individuals have greater control over their personal data;
- ensure that prior to the processing of an individual's data that:
 - the process is in line with ICO guidance;
 - the process is transparent;
 - the individual will be notified;
 - the notification is written in a form that is understandable to children;
- when sharing an individual's data to a third party outside of school that details for the sharing are clearly defined within the notifications.
- share an individual's data where it is a legal requirement to provide such information;
- process all written subject access requests from individuals within 40 days of receiving them;
- have in place a formal contract or service level agreement with a chosen data processor who is GDPR compliant;
- ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
- train staff;
- conduct audits;
- be the first point of contact for supervisory authorities and for individuals whose data is processed;
- keep up to date documentation of all data protection activities;
- work closely with the headteacher and nominated governor;
- periodically report to the headteacher and to the governing body;
- annually report to the governing body on the success and development of this policy;
- promote and model positive online safety behaviour.

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Role of the IT Manager

The IT manager will:

- ensure the service provider carries out all online safety measures;
- ensure the Internet filtering service will be annually reviewed;
- ensure access to the Internet is designed to protect children and staff by blocking the following content:
 - Adult content containing sexually explicit images.
 - Violent content containing graphically violent images.
 - Hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds.
 - Illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs.
 - Criminal content relating to the promotion of criminal and other activities.
 - Gambling content relating to the use of online gambling websites.
 - Non-educational websites such as social networking sites.
- ensure all users access the Internet in accordance with the school's acceptable Internet use agreement and will inform the headteacher if at any time they find they have accessed inappropriate Internet sites;
- ensure the technical infrastructure is secure and not open to misuse or malicious attack;
- ensure the online school meets all online safety technical requirements;
- keep up to date with online technical information;
- promote and model positive online safety behaviour.

Role of the Headteacher

The headteacher will:

- work in conjunction with the senior leadership team to ensure all staff, children and parents are aware of and comply with this policy;
- ensure risk assessments are:
 - in place and cover all aspects of this policy;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school staff.
- establish a culture of safeguarding where online safety is fully integrated into whole school safeguarding;
- undertake training in offline and online safeguarding;

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- ensure all staff and governors undertake training in offline and online safeguarding;
 - ensure all staff children, governors and parents are aware of the procedures to be followed in the event of an online safeguarding incident;
 - ensure the DSL receives suitable training to enable him/her to carry out their online safety role and to training other colleagues as relevant;
 - ensure child protection is always put first and data-protection processes support careful and legal sharing of information;
 - ensure that online safety education is embedded across the curriculum
 - organise a series of online safeguarding and child protection workshops to ensure parents are aware of:
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges;
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children;
 - the Safeguarding and Child Protection policy;
 - all online safeguarding procedures in place;
 - all online safeguarding policies;
 - their role in online safeguarding and children protection.
 - ensure good practice is shared throughout the school;
 - work closely with the DDSL's
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by:
 - monitoring logs of reported incidents;
 - speaking with children, staff, parents and governors.
 - annually report to the governing body on the success and development of this policy;
 - promote and model positive online safety behaviour.
-

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Use of Email

Staff and governors should use a school email account or Governor Hub for all official school communication to ensure everyone is protected through the traceability of communication. Under no circumstances should staff contact children, parents or conduct any school business using a personal email address. Children should use school approved accounts on the school system for educational purposes. Where required parent/carer permission will be obtained for the child account to exist. For advice on emailing, sharing personal or confidential information or the need to gain parent permission refer to the policy for GDPR. Emails created or received as part of any school role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

Staff, governors and children should not open emails or attachments from suspect sources and should report their receipt to Vicky Beare.

Users must not send emails which are offensive, embarrassing or upsetting to anyone (i.e. cyberbullying).

Visiting Online Sites and Downloading

Staff must preview sites, software and apps before their use in school or before recommending them to children. Before using any online service that requires user accounts to be created or the sharing of any personal data, staff must consult with the Data Protection Officer with details of the site/service and seek approval from a senior leader. The terms and conditions of the service should be read and adhered to, and parental/carer permission sought where required. If internet research is set for homework, specific sites will be suggested that have been checked by the teacher. All users must observe copyright of materials from electronic sources.

Staff must only use pre-approved systems if creating blogs or other online content.

When working with children searching for images should be done through Google Safe Search (standard through the HICS service), Google Advanced Search or a similar application that provides greater safety than a standard search engine.

Users must not:

- Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

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- Indecent images of children actually or apparently under the age of 18 or images of child abuse (i.e. images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative)
- Indecent images of vulnerable people over the age of 18 (i.e. images of vulnerable people, digital or cartoons involved in sexual activity or posed to be sexually provocative)
- Adult material that breaches the Obscene Publications Act in the UK
- Promoting discrimination of any kind in relation to the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation
- Promoting hatred against any individual or group from the protected characteristics above
- Promoting illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy
- Any material that may bring the school or any individual within it into disrepute e.g. promotion of violence, gambling, libel and disrespect

Users must not:

- Reveal or publicise confidential or proprietary information
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses
- Transmit unsolicited commercial or advertising material either to other users, or to organisations connected to other networks except where permission has been given to the school
- Use the school's hardware and Wi-Fi facilities for running a private business
- Intimidate, threaten or cause harm to others
- Access or interfere in any way with other users' accounts
- Use software or hardware that has been prohibited by the school

Only a school device may be used to conduct school business outside of school. The only exception would be where a closed, monitorable system has been set up by the school for use on a personal device. Such a system would ensure the user was not saving files locally to their own device and breaching data security.

All breaches of prohibited behaviours detailed above will be investigated, where appropriate, in liaison with the police.

The school recognises that in certain planned curricular activities, access to controversial and/or offensive online content may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned, risk assessed and recorded, and permission given by Vicky Beare.

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Storage of Images

Photographs and videos provide valuable evidence of children's achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Records are kept on file and consent can be changed by parents/carers at any time. (See GDPR policy for greater clarification).

Photographs and images of children are only stored on the school's agreed secure networks which include some cloud based services. Rights of access to stored images are restricted to approved staff as determined by Vicky Beare. Staff and children may have temporary access to photographs taken during a class session, but these will be transferred/deleted promptly.

Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the school's Acceptable Use Agreement and refrain from taking or posting online photographs of any member of the school community, other than their own child/ren.

Staff and other professionals working with children, must only use school equipment to record images of children whether on or off site. See also GDPR. Permission to use images of all staff who work at the school is sought on induction, as part of the Online Safety Acceptable Use Agreement and a written record is located in the personnel file.

Use of Personal Mobile Devices (Including Phones)

The school allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices only in designated areas and never in the presence of children. Under no circumstances should a member of staff contact a child or their parent/carer using a personal device. The only exception is if the staff member withholds their personal number when making the call.

Parents/carers may only use personal mobile phones and devices in designated areas unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises or on off-site school events and activities of anyone other than their own child, unless there is a pre-specified permission from Vicky Beare. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.

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The school is not responsible for the loss, damage or theft of any personal mobile device that is brought into school.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Personal mobiles must never be used to access school emails and data. The only exception would be where a closed, monitorable system has been set up by the school for use on a personal device.

New technological devices

New personal technological devices may offer opportunities for teaching and learning. However, the school must consider educational benefit and carry out risk assessment before use in school is allowed. Parents/carers, children and staff should not assume that new technological devices will be allowed in school and should check with Vicky Beare before they are brought into school.

Reporting incidents, abuse and inappropriate material

There may be occasions in school when either a child or an adult receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation occurs the child or adult must report the incident immediately to the first available member of staff, the DSL and the headteacher. Where such an incident may lead to significant harm, safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, the DSP will refer details to social care or the police.

Online safety incidents will be recorded on CPOMS for incidents involving children and CPOMS – Staffsafe for incidents involving staff.

5. Curriculum

Online safety is fully embedded within our curriculum. We work hard to ensure that children have an understanding of the risks that exist online. The school provides a comprehensive age appropriate curriculum for online safety which enables children to become informed, safe and responsible.

The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge.

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Our curriculum teaches children to:

- Be nice online
- Keep your personal details private
- Think before you post, send or forward
- Do not share your password with others
- Don't arrange to meet up with someone you only know online, and tell a trusted adult if someone asks
- Be careful who you webcam with
- Know how to keep yourself safe
- Don't open an attachment unless you are 100% sure it is safe
- Tell a trusted adult if anything happens online that worries or upsets you

Even our youngest children are accessing the internet and therefore all parents and carers need to find ways to keep their child safe online.

- Make sure parental controls are set on your home broadband
- Make sure you know what sites they are visiting and have passwords
- Help your child learn through appropriate games
- Have your devices in communal areas so you are always aware of what they are watching or playing
- Set time limit boundaries

Annually, we celebrate 'Safer Internet Day' which has become a landmark event in the online safety calendar. It is celebrated globally in February each year to promote the safe and positive use of digital technology for children and young people; and aims to raise awareness of emerging online issues and current concerns;

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6. Staff and Governor Training

Staff and governors are trained to fulfil their roles in online safety on induction and attend regular refresher training. The school audits the training needs of all school staff and provides regular training to improve their knowledge and expertise in the safe and appropriate use of internet, mobile and digital technologies. This training is recorded as part of safeguarding records.

New staff are provided with a copy of the online safety policy and must sign the school's Acceptable Use Agreement as part of their induction and before having contact with children.

Any organisation working with children and based on the school premises are also provided with a copy of the online safety policy and required to sign the Acceptable Use Agreement (Appendix B).

Peripatetic staff, student teachers and regular visitors are provided with a copy of the online safety policy and are required to sign the Acceptable Use Agreement (Appendix B).

Guidance is provided for occasional visitors, volunteers and parent/carer helpers (Appendix E).

Role of Staff

Staff will:

- comply with all aspects of this policy;
- be fully aware of all online safeguarding policies and procedures;
- undertake online safeguarding training on induction and when necessary;
- report all suspected safeguarding concerns and disclosures to the online designated safeguarding lead;
- ensure all communications with children and parents will be on a professional level;
- read, understand and sign the online safeguarding policy;
- reinforce online safety messages when teaching online;
- identify opportunities to thread online safety through the curriculum and other school activities;
- monitor what children are doing and consider potential online dangers;
- supervise and guide children when engaged in online learning activities;

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teach all children to:

- be aware of the materials/content they access online and will show how to validate the accuracy of information;
- demonstrate appropriate online behaviour;
- consider potential risks and the age-appropriateness of websites.
- create a safe online environment for their children;
- remind children to follow the acceptable use policy;
- promote and model positive online safety behaviour.

Role of the Governing Body

The governing body has:

- appointed a designated safeguarding lead to be responsible for online safety;
- delegated powers and responsibilities to the headteacher to ensure all staff and stakeholders are aware of and comply with this policy;

responsibility for ensuring:

- the approval of this policy;
- full compliance with all statutory responsibilities;
- the school complies with all equalities legislation;
- funding is in place to support this policy;
- this policy and all policies are maintained and updated regularly;
- all policies are made available to parents;
- the nomination of a designated equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;

nominates a safeguarding governor to:

- visit the school regularly;
- work closely with the headteacher
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the governing body every term;
- annually report to the governing body on the success and development of this policy.

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- the effective implementation, monitoring and evaluation of this policy undertaken by the governors/sub-committee.

7. Working in Partnership with Parents/Carers

The school works closely with families to help ensure that children can use internet, mobile and digital technologies safely and responsibly both at home and school. The support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. The school seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide understanding of the benefits of new technologies and associated risks. The school provides regular updated online safety information through the school website, newsletters and by other means.

Parents/carers are asked on an annual basis to read, discuss and co-sign with each child the Acceptable Use Agreement. A summary of key parent/carer responsibilities will also be provided and is available in Appendix F. The Acceptable Use Agreement explains the school's expectations and child and parent/carer responsibilities.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- be made aware that that they play an essential role in the online education of their children;
- be expected to sign the acceptable use agreement and will be encouraged to adopt safe and responsible use of the internet;
- promote and model positive online safety behaviour;

be supported with:

- understanding online safety risks and issues;
- how to monitor their children's online behaviours;
- how to monitor the material that their children may find on the internet.
- comply with this policy for the benefit of their children;

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- be asked to take part periodic surveys conducted by the school;
- support the school online code of conduct and guidance necessary to ensure the smooth running of the school.

8. Records, monitoring and review

The school recognises the need to record online safety incidents and to monitor and review policies and procedures regularly in order to ensure they are effective and that the risks to children and staff are minimised.

All breaches of this policy must be reported and all reported incidents will be logged. All staff have the individual responsibility to ensure that incidents have been correctly recorded, acted upon and reported on CPOMS

The school supports children and staff who have been affected by a policy breach. Where there is inappropriate or illegal use of internet, mobile and digital technologies, this will be dealt with under the school's behaviour and disciplinary policies as appropriate. Breaches may also lead to criminal or civil proceedings.

Governors receive termly summary data on recorded online safety incidents for monitoring purposes. In addition governors ensure they have sufficient, quality information to enable them to make a judgement about the fitness for purpose of this policy on an annual basis.

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9. Appendices of the Online Safety Policy

- A. Online Safety Acceptable Use Agreement - Staff, Governors and student teachers (on placement or on staff)
- B. Requirements for visitors, volunteers and parent/carer helpers working in the school (working directly with children or otherwise)
- C. Online safety policy guide - Summary of key parent/carer responsibilities
- D. Useful resources

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Appendix A - Online Safety Acceptable Use Agreement - Staff, Governors, and student teachers



Acceptable Use Agreement: Staff & Governors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher, Tenterfield Nursery School eSafety coordinator and Senior Information Risk Owner.

- I will only use the school's email / Internet / Learning Platforms and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to parents/children.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.

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- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher. I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name.....
.....(printed)

Job title

You must read this agreement in conjunction with the online safety policy and the GDPR policy. Once you have read these, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff, student teachers and governors are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with Vicky Beare. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

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**Appendix B - Requirements for visitors, volunteers and parent/carer helpers
(Working directly with children or otherwise)**

School name.....

Online safety lead

DSL

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the headteacher

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to children. Where appropriate I may share my professional contact details with parents/carers provided the DSP or headteacher is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about children, staff, school systems and plans. Such information should never be shared on line, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the headteacher.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of children. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact in the school.
- Name(s).....
- Signature.....
- Date

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Online Acceptable Use Agreement for Parents/Carers

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules. Any concerns or explanation can be discussed with Mrs. Beare.

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety. Please see the full online safety policy in the policies section on the school website.

Please raise **any** safeguarding concerns arising from your visit immediately with the headteacher

- The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.
- The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.
- Parents/carers are required to support their child in understanding the Online Safety Acceptable Use Agreement for children
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.

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- Parents/carers should not assume that children can bring technological devices to school and should always check the school policy.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form.
- Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, children and parents/carers.

Parent(s)/Carer(s) agreement

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.
(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with the headteacher. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, children and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent/Carer Agreement Signed:

I confirm that I have read and understood the above information and have signed electronically on my admissions form to acknowledge and agree to these terms.

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Appendix C - Online safety policy guide - Summary of key parent/carer responsibilities

The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Parents/carers are required to support their child in understanding the Online Safety Acceptable Use Agreement for children.
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that children can bring technological devices to school and should always check the school policy.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form.
- Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, children and parents/carers.

Please see the full online safety policy in the policies section on the school website.

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Appendix D

Useful resources

Websites

www.internetmatters.org

www.childnet.com

www.thinkuknow.co.uk

Stories for 3-7 year olds

The Adventures of Smartie the Penguin

Digi Duck & the Magic Castle

Chicken Clicking

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