



TIMU  
ACADEMY  
TRUST

Dear Parent/carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range apps and devices as part of their learning.

We recognise the essential and important contribution that technology plays in promoting children's learning and development. However, we also recognise there are potential risks involved when using online technology and therefore have developed Online safety policies and procedures as part of the schools safeguarding measures. This policy is available on our website, along with this document (known as the Acceptable Use Policy for pupils and parents).

The school take our responsibility towards your child's online safety very seriously and as such we ensure that pupils are educated about safe use of technology and take all reasonable precautions to ensure that they are as safe as possible when using school equipment. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the following Acceptable Use Policy with your child, and that you then follow the link to confirm this.

The information is in 2 sections, depending on the age and understanding of your child, so please share the appropriate section with your child and discuss it together. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home. We understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful partnership.

We request that all parents/carers support the schools' approach to online safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit our website [www.timuacademytrust.org.uk](http://www.timuacademytrust.org.uk) for more information about the schools approach to online safety as well as to access useful links to support both you and your child keep safe online at home. Parents/carers may also like to visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents) and [www.childnet.com/kia/parents](http://www.childnet.com/kia/parents) for more information about keeping children safe online.

Once you have shared this information and discussed it with your child, please complete the online form on [https://forms.office.com/Pages/ResponsePage.aspx?id=Zg8kqgU2pEuga826jnaN\\_4fsiV8BDsVJt4dkfuQ\\_eppUODBTDFSVkxXWVdYWk84U1g0SFU4ODQxUy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Zg8kqgU2pEuga826jnaN_4fsiV8BDsVJt4dkfuQ_eppUODBTDFSVkxXWVdYWk84U1g0SFU4ODQxUy4u)

Should you wish to discuss the matter further, please do not hesitate to contact the school.

Yours faithfully

*Mrs D Browning*

Timu Academy Trust CEO

# Online safety Acceptable Use Policy Statements

Please talk this through with your child/ren so they are aware of how they can keep themselves safe when being online.



## EYFS and Key Stage 1 (years R to 2)

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- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe
- I only send messages online which are polite and friendly
- I know my school can see what I am doing online at school
- I always tell an adult if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online
- I have read and talked about these rules with my parents/carers

## Key Stage 2 (years 3-6)

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### Safe at home and at school

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- I will not share my school name, address, telephone number or pictures of myself with anyone I talk to online without permission from a trusted adult

### Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

### Responsible

- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I use school computers for school work, unless I have permission otherwise
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will not access or change other people's files or information. I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- I will only change the settings on the computer if a teacher/technician has allowed me to

## Understand

- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school
- I know that if I break the rules, then I may not be able to use the internet at school
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online

## Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens that makes me feel worried or frightened when online playing games, using websites or other apps
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away

## Parent / carer agreement

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- I, with my child, have read and discussed the above Acceptable Use Policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the school
- I am aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both my child and the school systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies and is not liable for any damages from these
- I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety. The school can put together an Online Safety Behaviour Plan to support any child who is displaying consistently unsafe behaviour online which will be shared with me so we can work together to help my child
- I understand that if my child has committed a criminal offence then the Police will be contacted
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school
- I will support the school online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
- I know that I can access the Trust **online safety and social media, mobile phones and other electronic devices** policies at the Timu Trust website. I know I can access resources to help my child from the Timu website

- I will support the schools approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community on any social media or app in line with the Trust policies
- I know I can speak to the Head of School or my child's teacher if I have any concerns about online safety