



Orleans Primary School

Hartington Road, Twickenham, Middlesex, TW1 3EN T: 0208 8921654 F: 0208 7442844
Email: info@orleans.richmond.sch.uk www.orleans.richmond.sch.uk
Headteacher: Jane Evans BA (Hons) PGCE, NPQH



Tuesday 5th November 2019

Dear Key Stage Two Parents and Carers,

Online-safety and Pupil Acceptable Usage Agreements

Safeguarding pupils is a very important part of the work of all schools and is a key aspect of how we aim to keep children safe. Throughout the academic year, I will be writing to you to highlight different areas of safeguarding and the supporting strategies which are in place at Orleans to ensure you are fully aware of these aspects of school life and how we uphold our school vision of keeping pupils safe.

To support this we have written an Acceptable Usage Policy for our Key Stage Two pupils which is at the bottom of this letter. We have designed this agreement to help keep our pupils safe online when they are using the internet both inside and outside of school. We know that what happens online at home and outside of school hours has an impact on children in school and therefore we are asking for your support as parents and carers in supporting our pupils. The agreement details strategies which we want our pupils to use in order to use the internet safely and effectively. We believe this is particularly important for our older pupils as they move towards secondary school. Please read through this agreement with your child and ask them to sign it, they should then bring it back to the school office by the 15th November. Copies of the agreement will be at the office if you do not have access to a printer.

Having access to online information and the opportunities that the digital world can offer has many benefits and plays an important part in many lives. However, as technology moves on at such a pace, it is sometimes difficult to keep up with new trends and developments, particularly with regards to mobile/game technologies and what measures to put into place to ensure secure and safe access to online material. We understand this can make it difficult for parents to know how to best guide their children in staying safe online and how to ensure they are not the victim or perpetrator of cyberbullying. At Orleans we have policies in place which clearly outline our online-safety procedures in school and I am very keen to ensure that you as parents are supported in being able to access information to help you do the same at home. Our online-safety policy is accessible on our school website

<https://www.orleans.richmond.sch.uk/files/docs/policies-docs/521D3A4A96438ED6AD44DA3A96F7EF4F.pdf>

Our Computing Curriculum

As part of the National Curriculum, pupils use computers in school to access the internet and in Upper Key Stage Two to send email. Teaching pupils about the safe use of these facilities is included as part of our curriculum and we teach children about online-safety in a planned and progressive way throughout the school to help them have the knowledge and understanding of how to keep themselves safe when using the internet and electronic devices.

As part of our commitment to online safety, we always ensure the use of the internet in school is linked to a valuable educational purpose and is supervised by staff. Internet access is provided by Orleans Primary School through a filtered system, all our staff are online-safety trained and members of our Senior Leadership Team completed the NSPCC Keeping Children Safe Online Course.



Orleans Primary School

Hartington Road, Twickenham, Middlesex, TW1 3EN T: 0208 8921654 F: 0208 7442844
Email: info@orleans.richmond.sch.uk www.orleans.richmond.sch.uk
Headteacher: Jane Evans BA (Hons) PGCE, NPQH



Keeping children safe online at home

The internet is a public and open place, one where anybody can post and share content. This is part of the fun but it does mean that your child might see something that is intended for adults which might confuse or upset them. This could be violent or sexual content, extreme opinion or inappropriate advertising.

No matter how young your child is, if they are using the internet you will need to have the conversation with them about 'things they might see' online.

You cannot always be there when your child is using internet enabled devices - even though it is advisable as much as possible, when your child is at primary age. Therefore, it is important that your child knows that they can come to you if something online confuses or upsets them.

As well as having the all-important conversation, there are some technical (and simple) things you can do to limit what they see:

- **Set Parental Controls;** Parental Controls software will enable you to filter out inappropriate content. You can also use it to set time limits for using the internet and apply age restrictions for games they play. Most major Internet Service Providers, like Talk Talk, Sky, BT and Virgin Media, provide free parental controls, as do most devices and games consoles. Find out more about setting them up - it isn't as difficult as you might think! **This is particularly important in the run up to Christmas where children may receive games consoles as presents.**



- **Set the search engine (e.g. Google, Bing, etc.) they use to 'safe' mode;** this means that the search engine will look to block any obvious adult content and not provide it in search results.
- **Monitor the sites your child is visiting;** YouTube is particularly popular with primary aged children but think about the range of content they can be exposed to on it. Distressing news stories and other adult content will often appear on YouTube, so do not use YouTube as a TV. It is all too easy for children to click on related videos and end up watching something, which is more appropriate for adults so make sure you supervise younger



Orleans Primary School

Hartington Road, Twickenham, Middlesex, TW1 3EN T: 0208 8921654 F: 0208 7442844
Email: info@orleans.richmond.sch.uk www.orleans.richmond.sch.uk
Headteacher: Jane Evans BA (Hons) PGCE, NPQH



children. It is also advisable that you set YouTube search to 'safe mode'. Advice on how to do this is available through the YouTube safety centre.

- **Check the age rating on games;** when playing computer games, the rating on a game confirms that it is suitable for players over a certain age. Accordingly, a PEGI 7 game is only suitable for those aged seven and above and a PEGI 18 game is only suitable for adults aged eighteen and above. The PEGI rating considers the age suitability of a game, not the level of difficulty.

The PEGI site gives clear information about what the age advice means, the link to the site is below.

<https://pegi.info/>



Further information on Online-safety can be found on the 'Think You Know' website:

<https://www.thinkuknow.co.uk/parents/>

If you believe that a crime has been committed through someone acting inappropriately towards your child online we would recommend that you report it to the Child Exploitation and Online Protection agency, a branch of the police who deal specifically with online issues.

<https://www.ceop.police.uk/safety-centre/>

www.thinkuknow.co.uk

www.childnet.com

www.NSPCC.org.uk

I hope this has clearly outlined our online safety procedures and given you helpful advice as to how to support your child at home.

Yours sincerely

Jane Evans

Head teacher



Orleans Primary School

Hartington Road, Twickenham, Middlesex, TW1 3EN T: 0208 8921654 F: 0208 7442844
Email: info@orleans.richmond.sch.uk www.orleans.richmond.sch.uk
Headteacher: Jane Evans BA (Hons) PGCE, NPQH



ACCEPTABLE USE AGREEMENT KEY STAGE TWO PUPILS

Please read this through with your child and discuss the points, then sign and return to school.

This agreement will help keep me safe and help me to be fair to others

1. **I learn online** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. School internet and devices are monitored.
2. **I ask permission** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.
3. **I am creative online** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
4. **I am a friend online** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
5. **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. **I am careful what I click on** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
7. **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
8. **I know it's not my fault if I see or someone sends me something bad** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. **I communicate and collaborate online** – with people I already know and have met in real life or that a trusted adult knows about.
10. **I know new online friends might not be who they say they are** – I am careful when someone wants to be my friend as I can't be sure who they actually are.
11. **I check with an adult before I meet an online friend** -face to face for the first time, and I never go alone.
12. **I don't do live videos (livestreams) on my own** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.



Orleans Primary School

Hartington Road, Twickenham, Middlesex, TW1 3EN T: 0208 8921654 F: 0208 7442844
Email: info@orleans.richmond.sch.uk www.orleans.richmond.sch.uk
Headteacher: Jane Evans BA (Hons) PGCE, NPQH



13. ***I say no online if I need to*** – I don't have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
14. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
15. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
16. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
17. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.
18. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
19. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
20. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
21. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult:

At school that includes _____

Outside school, my trusted adults are _____

Signed: _____

Date: _____

If your parents/carers want to find out more, they can read Orleans Primary School's full Online Safety Policy at www.orleans.richmond.sch.uk for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).