



Bubwith Community Primary School
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Bubwith
East Riding of Yorkshire
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Headteacher: Miss R Walker

Dear Parents/Carers

Responsible Use of the Internet

As part of the pupils' development of ICT skills, Bubwith Community Primary School provides supervised access to the internet and, for older pupils, this includes access to e-mail.

Internet access is a necessary part of the statutory curriculum and is an entitlement for pupils based on responsible use. Our Internet Service is provided through the East Riding of Yorkshire Council. The provider operates a strict filtering system, which restricts access to inappropriate materials.

At Key Stage 1, the majority of the access to the internet will be by teacher or adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials.

At Key Stage 2, internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible internet use. Children will be supervised at all times when they are accessing the internet.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, East Riding of Yorkshire Council cannot be held responsible for the nature or content or materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

I enclose a copy of the Rules for Responsible Internet Use that we operate at Bubwith. A full copy of our E-Safety policy is available on the school website. Please read through this with your child before signing and returning it to school as soon as possible. If you have any questions please contact Miss Poole (our ICT Co-ordinator), or your child's class teacher.

NB. Under new General Data Protection Regulations we must have parental signed consent to enable pupils to access internet and web based services.

Yours sincerely

Miss R Walker
Headteacher



Bubwith Community Primary School

KS2 ICT Acceptable Use Agreement

This agreement has been created to help you understand the rules of using computers in school. You should always follow the rules set out in this policy, because these rules will help keep you and your classmates safe.

By signing this document you are agreeing that, when using the school's ICT equipment and other information systems, you have understood and will follow these rules:

I have read and know what the computer rules in this document mean to me.

- I will only go on the internet when a member of staff is present and (if given a personal login for particular work) I will only use my own username and password.
- If I think someone has guessed my password, I will tell a teacher.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I see anything like this I will tell my teacher immediately.
- I will not try and get to any websites that the school has blocked access to.
- I will make sure I take care of any school-owned ICT equipment that I use in school or at home.
- I will only use memory sticks with permission from my teacher.
- I will not install any software (programs from the internet) on school computers.
- I will return any school-owned ICT equipment, when I have finished using it.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my safety.
- I will not damage any school-owned ICT equipment.
- I will not eat or drink while using school-owned ICT equipment.

Social Media

- I know that some websites and social networks have age restrictions and I should not use them unless I am old enough.
- I will not say nasty or hurtful things about any member of staff or pupil online.
- I will not give away any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users in school, over the internet. This includes photographs or video images of me, other pupils or members of staff.
- I will never arrange to meet anyone I have only met online unless a trusted adult is with me.
- If I see any hurtful comments about the school, its staff or pupils, I will take screenshots if I can (for evidence) and report to the Safeguarding coordinator Miss Walker.

Managing Digital Content

- I will only use school-owned equipment to create pictures, video and sound. Pictures, video and sound will not be taken without asking permission first.
- I will not publish anything online, e.g. images or pictures, without asking my teacher.

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Email

- For schoolwork purposes I will only use my school email address (if I have been given one) and only contact people I know or those agreed by my teacher.
- I will take care in opening any attachments sent to my school email address (if I have been given one). I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- When sending emails from my school email address (if I have been given one), I will make sure that they are polite and sensible. I will not use my school email account to forward chain emails.

Mobile phones and devices

- I will only bring my mobile phone or other devices to school with permission from my teacher.
- I will only use mobile phones and mobile devices (e.g. Nintendo DS) if my teacher tells me I can.
- I will not take pictures in school on my mobile phone or mobile device.

IPADS

- I will look after these devices.
- I understand that only school staff can download apps to the ipads
- I will only take/use images and videos of pupils and/or staff with their permission.
- I will only use this device when it is safe to do so; eg, not on the corridors (unless directed by a member of staff during lesson time), not whilst walking to and from the playground.
- I will only play music/audio in designated areas or with a member of staff's permission and with headphones only.
- I understand that headphones are only allowed if directed by staff.

Pupil Agreement

I agree to follow the rules set out in this agreement. I know that if I break any of these rules my parent/carers may be informed.

Pupil name.....

Pupil Signature Date

Parent/Carer's Consent

I give permission for my child to access the Internet on the terms set out in the above letter.

Parental Signature..... Print name

Date