



Holy Family Catholic Primary School

Our Mission Statement

We believe that every child is a unique creation of God.
Within a happy, inclusive and secure environment, following
Gospel Values, we will work together to inspire and
nurture every child.

We will strive to instil a lifelong love of God, of learning and of
each other and an aspiration towards high personal
achievement.

'Love Jesus, love learning, love each other'

Policy Title	Acceptable Use Guidelines		
Last Review date	25.08.25	Next Review Date	25.08.27
Responsibility	LOCAL GOVERNANCE COMMITTEE / HEAD TEACHER		
Change history	Headteacher changed to Academy Principal Kent County changed to Kent Catholic Schools Partnership E-safety changed to Online Safety	02/05/2019	
	Change of Title – Policy to Guidelines Deletion of Staff Guidelines	25/05/2021	
	Academy Principal changed to Head Teacher	25.8.23	

Pupils Acceptable Use Guidelines

Statements for Early Years and KS1 (0-7)

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I keep my personal information and passwords safe online.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online.
- I have read and talked about these rules with my parents/carers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried.
- I know that if I do not follow the school rules then I will be sent to the Headteacher.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



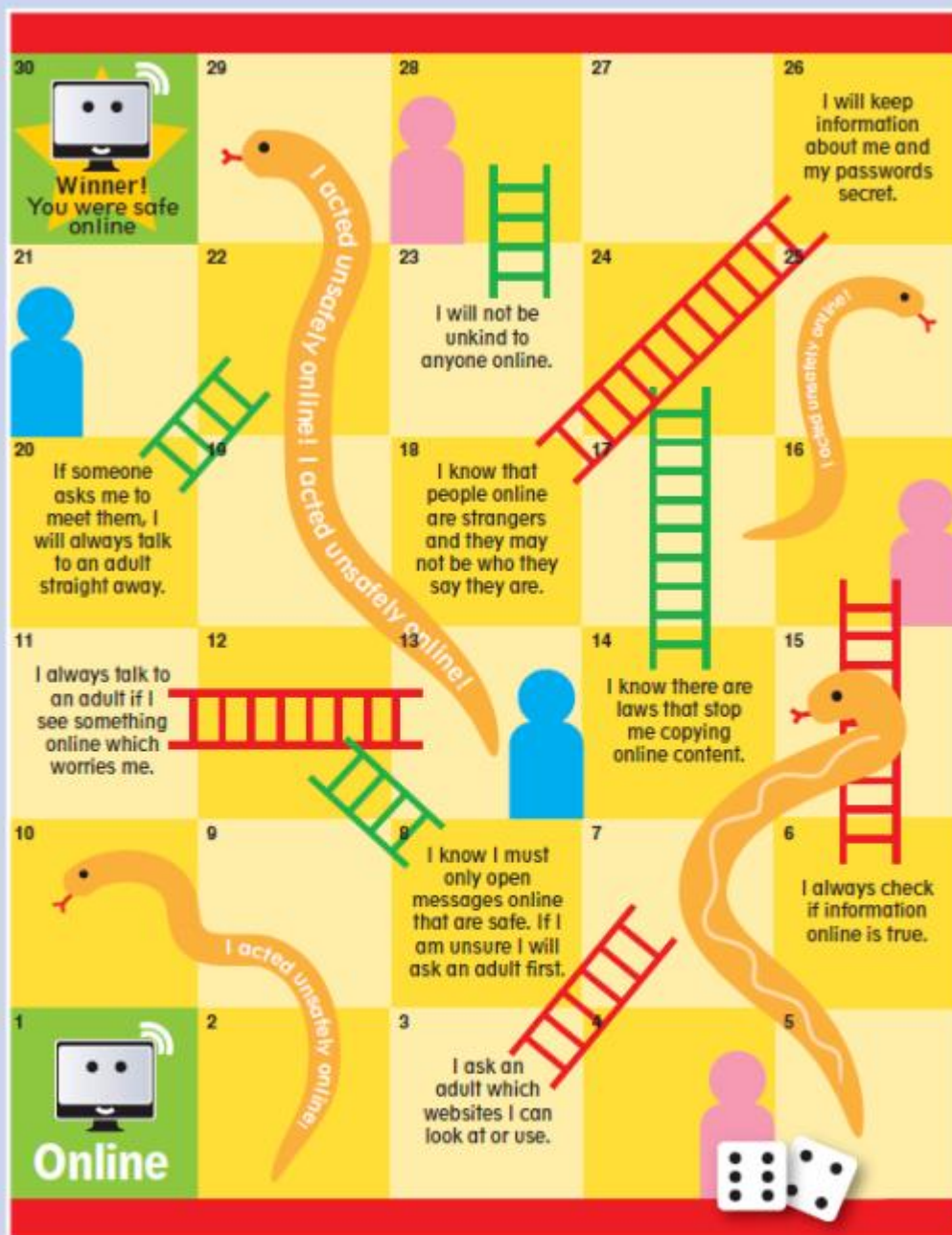
4 I tell a grown up if something online makes me unhappy



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Statements for KS2 Pupils (7-11)

- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use my school computers for school work unless I have permission otherwise.
- I ask my teacher before using my own personal devices.
- I know that not everything or everyone online is honest or truthful and 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.
- I only talk with and open messages from people I know and I only click on links if I know they are safe.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- I only send messages which are polite and friendly.
- I keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- 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 know that my use of school devices/computers and internet access will be monitored.
- I know that if I do not follow the rules then I will be sent to the Headteacher
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page or shut the laptop lid and tell an adult straight away.
- I have read and talked about these rules with my parents/carers.
- If I am aware of anyone being unsafe with technology then I will report it to a teacher.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online



STAY SAFE^{Online}



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Possible Statements for Children with Special Educational Needs and Disabilities

Children and Young People functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see something I don't like online I tell a grown up.
- I know that if I do not follow the school rules then I will be sent to the Head Teacher.

Children functioning at Levels P7-P9 (Based on Childnet's SMART Rules: www.childnet.com)

Safe

- I ask a grown up if I want to use the computer.
- On the internet I don't tell strangers my name.
- I know that if I do not follow the school rules then I will be sent to the Head Teacher.

Meeting

- I tell a grown up if I want to talk on the internet.

Accepting

- I don't open emails from strangers.

Reliable

- I make good choices on the computer.

Tell

- I use kind words on the internet.
- If I see something I don't like then I tell a grown up

Parent/Carers Acceptable Use Policy Statements

- I have read and discussed the Acceptable Use Statements (attached) with my child.
- 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 am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school's behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I, together with my child, will support the school's 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.
- I know that I can speak to the school Online Safety Coordinator, my child's teacher or the Academy Principal if I have any concerns about online safety.
- I will visit the school website <https://www.holyfamily.kent.sch.uk/> for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/online-safety, www.internetmatters.org, www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online.
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

I have read the Parent Acceptable Use Statement.

Child's Name..... Class.....

Parents Name.....Parent/Carer Signature.....

Date.....

Note: Please be aware that if parents/carers refuse to sign and agree the Acceptable Use Policy then this can cause issues as children will need to use the internet in order to access the curriculum. Schools must have a robust process in place to manage and record parental responses and also to engage with parents who do not respond. Alternatives include highlighting online safety within the Home School Agreement and an acknowledgement form for the Acceptable Use Policy.

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 of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices;
- Internet which may include search engines and educational websites;
- School learning platform/intranet;
- Email;
- Digital cameras, web cams and video cameras;
- Recorders and Dictaphones;
- Mobile Phones and Smartphones.

Holy Family Catholic Primary school recognise the essential and important contribution that technology plays

in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. However, no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the school's internet and ICT facilities.

Full details of the school's Online Safety Policy are available on the school website <https://www.holyfamily.kent.sch.uk/> or on request.

We request that all parents/carers support the school's 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 the school website for more information about the school's approach to online safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/online-safety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. 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.

Should you wish to discuss the matter further, please do not hesitate to contact the school Online Safety Coordinator or myself.

Additional Paragraph for Early Years/KS1/SEN parents:

We understand that your child is too young to give informed consent on their 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 way to achieve this.

Yours sincerely,
Head Teacher

Parent/Carer Acceptable Use Statements Acknowledgement Form

Pupil Acceptable Use Statements –Holy Family Catholic Primary School Parental Acknowledgment

I, with my child, have read and discussed Holy Family Catholic Primary school Pupil Acceptable Use Statements.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the school's systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

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 take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Statements or have any concerns about my child's safety.

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 schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name..... Signed (If appropriate).....

Class..... Date.....

Parents Name.....Parent/Carer Signature.....