Dear Parent / Carer

E-Safety is an important part of keeping children safe at Leek First School. We have a high level security and filtering system in place that monitors both adults’ and children’s use, and helps to safeguard pupils from potential dangers or unsuitable material. Any e-Safety incidents are recorded and managed in accordance with our e-Safety Policy. E-Safety is taught to all pupils explaining and demonstrating how to stay safe and behave appropriately online.

We can only be successful in keeping children safe online if we work with you to ensure the e-Safety message is consistent. Our e-Safety policy states that:

*Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will therefore take every opportunity to help parents understand these issues through parents’ evenings, newsletters, letters, website and information about national/ local e-safety campaigns / literature.*

*Parents and carers will be responsible for endorsing (by signature) the Student / Pupil Acceptable Use Policy.*

*Parents have responsibility to be good role models for their children, displaying appropriate on line behaviour.*

Please visit the websites below for information and guidance on keeping your child safe on the internet.

 [www.childnet.com](http://www.childnet.com)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

On the back of this letter is the **School’s Acceptable Use Policy (AUP**). Please read it with your child and return the slip below to say that you agree to support the school in the implementation of this policy.

Kind regards

Mrs Gamble

(ICT Lead)

**Computer Rules**

**(Acceptable Use Policy)**

These computers are here to help everyone in our school to learn and enjoy ICT.

Equipment

Tell the teacher if your equipment is not working properly.

Look after the equipment by using it sensibly and carefully.

Always follow your teacher’s instructions so you can make the most of your ICT time.

Never eat or drink by any equipment.

**Keeping Safe**

Protect your work by keeping your password to yourself. Never use someone else’s logon username or password.

Never tell anyone you meet on the computer your home address, telephone number, school name, or give them your picture.

**Internet and Email**

Only access the Internet for activities set by your teacher.

Remember, not all the information on the Internet is true. Always check the information you find by using another web site or book.

If you see pictures, videos or information on the computer that you find rude, upsetting or hurtful to someone else, then tell your teacher straight away.

People you contact on the Internet are not always who they say they are. You must never meet up with people you talk to on the Internet unless it is with your teacher. If someone asks to meet you, tell your teacher straight away.

Always be kind and polite to people you chat to or email on the computer.

Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could harm the computer.

**You can only use the school ICT systems if you agree to follow these rules. If you break the rules, it could mean that you are not allowed to use them.**

**Computer Rules**

**(Acceptable Use Policy)**

**Date…… …………………… Child’s name ………………………………………………………………………… Class …………………………………………**

I/We have read the Acceptable Use Policy with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) and agree to support the school in its implementation.

 ………………………………………………………………. Parent’s/Carer’s name (please print)

 ………………………………………………………………. Parent’s/Carer’s signature