



St. Vincent de Paul Catholic Primary School

ONLINE SAFETY AND ACCEPTABLE USE AGREEMENT

FOR PARENTS, CARERS AND PUPILS

Believe, Trust and Be Ready

“That they may have life, and to the full” John 10:10

Safeguarding Lead: Miss B Groarke **Online Safety Lead and Deputy Safeguarding Lead:** Mrs E Dowler
Deputy Safeguarding Lead: Mrs G Davies

Purpose of this document

The use of technology is an essential part of a child’s learning experience. Setting high expectations for acceptable and appropriate use from a young age ensures we enable children to be lifelong, safe ICT users. This agreement covers:

- How school keeps children safe online.
- The role of Parents/Carers in keeping their children safe.
- The role of pupils in taking ownership of their own action online.
- The procedures that will be followed considering an Online Safety issue.

Definition of social media

For the purpose of this policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. The term social media refers to several online networking platforms such as:

- Blogs or vlog (written, video, podcasts), e.g. WordPress, YouTube, Blogger, Tumblr.
- Micro-blogging websites, e.g. Twitter.
- Social networks, e.g. Facebook, LinkedIn, WhatsApp, Instagram
- Forums/message boards.
- Content-sharing sites, e.g. Flickr, YouTube, Tik Tok, Snapchat and Instagram.

There are many more examples of social media as these are a constantly changing area.

Staff at St. Vincent’s will keep your children safe online by:

- Ensuring that up to date virus protection is installed on every computer, as well as a filtering system provided by our Internet provider – Schools Broadband.
- Not publishing pupils’ personal information, including full names anywhere on the internet
- Seeking permission from Parents or Carers prior to publishing pupils’ work or any photographs online when their child starts school and for the whole of the time at St Vincent’s (or until the parent/carer withdraws the permission in writing).
- Always supervising pupils’ use of the internet and only give FS/KS1 access to specific, approved on-line materials
- Posting Online Safety rules and Smart rules in all classrooms and discuss the rules with the children regularly
- Teaching children about Online Safety through our Computing and Online Safety curriculum to minimise the potential risks including those of cyber bullying, grooming, child on child abuse, plagiarism and damage to their Digital Footprint.
- Endeavouring to follow the Data Protection Policy.

Parents and Carers of pupils at St. Vincent’s will:

- Directly supervise FS/KS1 pupils when accessing online content and closely monitor KS2 pupils to ensure appropriate use of technologies outside of school, including use of social media, online gaming and mobile devices.
- Enable strict security setting and parental controls on any online accessible equipment. Further information about these settings can be found on <https://www.internetmatters.org/careral-controls/>
- Ensure that pupils do not bring a mobile phone or any other technology into school unless specific permission had been granted by the Head Teacher and they are handed in at the office.

- Only use the official school email account and contact numbers to contact members of staff.
- Always contact School first so they investigate and not put on social media.
- Not use social media to contact staff about issues related to school or use it as a platform to negatively discuss issues related to school.
- Inform the Online Safety Lead (Mrs Dowler) or the Safeguarding Lead or Deputy (Miss Groarke, Mrs Davies or Mrs Dowler) if they become aware of any inappropriate use of technology which may put a child in a vulnerable position both in and outside school.
- Not take photos or use mobile devices when on school premises or on school trips unless permission has been granted from the Head Teacher.
- Support children in protecting their Digital Footprint.
- Attend Online Safety Parent and Carer information events to ensure up to date Online Safety practice can be shared effectively.

Pupils of St Vincent's will:

- Know the SMART rules and speak to a responsible adult if they are unsure.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so (by clicking Hector the Dolphin on school computers or speaking to a trusted adult)
- Recognise the importance of adopting good Online Safety practice when using digital technologies both in and outside out of school and realise that the school's Online Safety policy covers their actions out of school, if related to their membership of the school.
- Be responsible for their own behaviour online, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Understand that any inappropriate actions online could create a negative Digital Footprint that could potentially affect them later in life.
- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a responsible adult.
- Ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given by a responsible adult.
- Only use school equipment for schoolwork and homework unless permission has been granted otherwise.
- No applications may be downloaded to the school's equipment from the Internet or brought in on portable media from home for use in school unless permission has been granted by the Head Teacher.
- Not change setting on iPads or computers including that of screen savers and app organisation.

Procedure for incidents of Online Safety which the school become aware of:

- Instances of inappropriate behaviour or content accessed should be notified to a staff member, who will notify the Head Teacher or Online Safety Lead.
- Designated Safeguarding Lead or Deputies will investigate and record any incidents related to Online Safety in accordance with the schools Online Safety Policy.
- In dealing with such incidents, the school will endeavour to distinguish between deliberate attempts to upset others or to breach rules and genuine mistakes.
- In the event of deliberate misuse, the Online Safety Co-ordinators can block unsuitable content and can suspend users from using the school systems.
- Any other sanctions will be in line with the school's behaviour policy and Parents/Carers will be contacted where appropriate.
- It is our duty of care to inform Parents and Carers if we become aware of any online actions that are inappropriate, risk a child's safety or cause harm to themselves or other with child-on-child abuse.

PLEASE RETURN THIS SHEET TO SCHOOL

Home School Agreement And Online Safety and Acceptable Use Agreement for Parents, Carers and Pupils 2024/2025



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By signing below, we agree that we have read, understood and will follow the school’s Home School Agreement and ‘Online Safety and Acceptable Use Policy for Parents, Carers and Pupils’.

Child’s Name:

Parent’s/Carer’s Name:

Child’s Signature:

Parent’s/Carer’s Signature: