



# MERIDIAN COMMUNITY PRIMARY SCHOOL AND NURSERY

Learning for Life



Thursday 21<sup>st</sup> March 2024

Dear Parents and Carers,

As part of their learning and development, your child will have the opportunity to access a wide range of digital technologies, including computers, laptops and tablets at school. We recognise the value of using these digital technologies and the potential risks involved and therefore have rigorous online safety policies and procedures in place which are available to read on our website

In order to support us further in developing your child's knowledge and understanding about online safety, please read the relevant acceptable use of technology agreements below and discuss this with your child/children.

We will also be sharing this agreement in school with all children in class.

Sharing these with the children, both at home and at school, demonstrates an agreement from everyone to work together to keep all children safe online.

Hopefully, you will also find these rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies outside of school, such as at home, at friends' homes or when out with friends independently.

There is also a parents/carers acceptable use agreement that we ask you to read and support the school with.

By sending your child to Meridian, you are signing up to our policies and procedures and this includes these agreements. These unsigned agreements support the whole school community and shows our commitment to keeping everyone safe online.

If you have any questions, please do not hesitate to contact the school in the usual way.

Thank you for support us with keeping everyone safe.

Yours sincerely

Claire Westcott  
Headteacher

**Headteacher - Claire Westcott**  
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## Early Years and Key Stage 1 (Nursery to Year 2)

### Acceptable Use of Technology Agreement

This agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

**This is how we stay safe when we use computers at school and at home:**

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think something has gone wrong;
- I will tell an adult if I see something that upsets me on the screen or if I am worried or unsure;
- I know that if I don't follow these rules I might not be allowed to use the computers / devices;

**When I am learning from home:**

- I will ask an adult if I want to use a computer or device;
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;





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- I will ask for help from an adult if I am not sure what to do or if I think something has gone wrong;
- I will tell a teacher or adult if I see something that upsets me on the screen or if I am worried or unsure about something;

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## Key Stage Two (Years 3 - 6)

### Acceptable Use of Technology Agreement

This Acceptable Use of Technology Agreement is intended to ensure:

- that pupils at the school/setting will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

**I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.**

#### For my own personal safety:

- I know that I will be able to use the internet in school/setting for many different activities and to keep myself and others safe I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, my school/setting name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

**I understand that everyone has equal rights to use technology as a resource and:**

- I know that posting anonymous messages or pretending to be someone else is not allowed.





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- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school/setting
- I know that all school/setting devices/computers and systems are filtered and monitored.

**I will act as I expect others to act toward me and:**

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.
- I will not purposely exclude others from online activities
- I will not take images or videos of other children without permission from a teacher or another adult.
- I will not post images or videos of other children online without permission from their parent/carer
- I will not look for bad language, inappropriate images or violent or unsuitable games or content, and if I accidentally come across any of these, I will report it to a teacher or adult in school/setting, or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult so that they can help me.

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## Parents/Carers

### Acceptable Use of Technology Agreement

- I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement for school/setting and understand that this agreement will help keep my child safe online;
- I understand that this agreement applies to my child's use of school/setting devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school/setting devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation and further information about the school's
- I understand that the school/setting will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school/setting devices and systems.
- I understand that the school/setting cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using their own mobile technologies
- I 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 contact me if they have concerns about any possible breaches of this agreement or have any concerns about my child's safety.





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- I will inform the school/setting or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- I understand that if my child fails to comply with this Acceptable Use Policy Agreement, they may be subject to disciplinary action in line with the school's behaviour policy.
- 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 school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

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