



NOTTINGHAM
FREE SCHOOL

Nottingham Free School

e-safety agreement

5 September 2016

Dear Parent/Carer

E-Safety is an important part of keeping children safe at Nottingham Free School. E-Safety is taught to all students which explains and demonstrates how to stay safe and behave appropriately online but we can only be successful in keeping children safe online if we work with you. Your help is needed to talk to your children about how they can keep themselves safe and behave appropriately online. It's important that we are all vigilant when children are using the internet and act to ensure they are protected from people who may pose a risk to them. Children can accidentally or deliberately be exposed to illegal, unwanted or unpleasant content, comments or activity online and there are steps you can take at home to minimise this risk.

What can parents/carers do? Follow the Golden Rules

Ground Rules

- Discuss as a family how the internet will be used in your house. Consider what information should be kept private (such as personal information, photos etc) and decide rules for making and meeting online friends. Make sure you know what your child is doing online much like you would offline.
- Discuss using strong passwords with your child so they understand how they can protect their online accounts. It's important they know they need to keep their passwords safe and not share them with anyone or use the same password for several accounts. If your child's account is "hacked" or compromised then make sure they change their password and report any concerns or suspicious activity. Check how secure your passwords are here: <http://howsecureismypassword.net/>. For more advice on using strong passwords visit <http://tinyurl.com/Getsafeonlinepassword>

Online Safety

- Install antivirus software, secure your internet connection and use Parental Control functions for computers, mobile phones and games consoles to block unsuitable content or contact. Always remember that parental control tools are not always 100% effective and sometimes unsuitable content can get past them, so don't rely on them alone to protect your child.

Location

- Consider locating your computers and laptops in a family area where children's online activity can be monitored or supervised. Always supervise the use of webcams and any applications or devices which allow voice or video chat. Also consider the use and location of other devices your child's uses which allow internet access such as mobile phones and games consoles. Visit www.saferinternet.org.uk/advice-and-resources/a-parents-guide for safety information about consoles and devices

Dialogue

- Talk to your child and ask them to show or even teach you how they use the internet, learn which websites or tools they like to use and why. Learning together with your child can often open opportunities to discuss safe behaviour online.
- Always ensure your child knows how to block and report people online who may send nasty or inappropriate messages or content. Encourage your child not to retaliate or reply and to keep any evidence.
- Make sure your child knows it's important that they tell an adult they trust if anything happens online that makes them feel scared, worried or uncomfortable.
- It's essential to be realistic: banning the internet or web sites often will not work and it can make a child feel less able to report a problem or concern, so education around safe use is essential.

Websites to visit for more information:

www.thinkuknow.co.uk – Visit the “Parent/Carer” Section and use the “Click CEOP” button to seek advice and report online abuse

www.childnet.com – Visit the ‘Know It All’ Section for an interactive guide about online safety

www.getsafeonline.org – Free up-to-date Security advice including using complex passwords and managing hacked accounts

www.nottinghamfreeschool.co.uk – on the e-safety tab, you will find the latest information regarding e-safety including articles from parentinfo.org which talk about current issues

ICT including internet and email are a common feature at Nottingham Free School. There is an expectation for students to search the internet to support their lessons and email staff their work. We expect all children to be safe and responsible when using any ICT.

As well, Facebook, Twitter, Whats App, Instagram & Snapchat are very much becoming an important part of people's lives and when used appropriately is a positive form of communication. However, we as a school are becoming increasingly aware of students using these social network sites inappropriately and quite often arguments are being brought into school which can affect the learning of students. Parents/carers are responsible for online activity of their child (this includes mobile phones and computers etc.) and it is imperative that these sites are used safely and appropriately and are not used to abuse, harass or threaten others, as there may be legal consequences. Nottingham Free School works closely with the police and will report any incidences of cyber bullying, harassment or threats to the school's police liaison officer (PC Emma Shaw) and will sanction students according to the school's behaviour policy which includes either a fixed term exclusion or permanent exclusion.

Attached to this e-safety letter is an Acceptable Usage agreement which outlines e-safety rules and we would like you to read and discuss these rules with your child and sign and return the slip at the bottom of this page by **Friday 9 September 2016**. If you have any concerns or would like some explanation please feel free to contact me at school.

Yours sincerely



Kay Gray

Assistant Head and Designated Safeguarding Officer

Nottingham Free School e-safety acceptable usage rules/agreement

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a computer or network for a purpose not permitted by the school.
- I understand that the irresponsible use of the network and internet will result in the loss of network or Internet access, plus the school may instigate additional sanctions. For serious breaches the school may involve the police.
- I agree that network access must be made via the user's authorised account and password, which must not be given to any other person.
- I understand that users may not install or run software on the network.
- I understand that all network and Internet use must be appropriate to education.
- I agree that all copyright and intellectual property rights must be respected.
- I understand that all messages shall be written carefully and politely, particularly as e-mail could be forwarded to unintended readers.
- I understand that anonymous messages and chain letters are not permitted.
- I understand that I must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- I agree to use school managed blogs, wikis and discussion groups appropriately and politely.
- I understand that the school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- I agree that any inappropriate access to materials on the network or internet will be reported to a teacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member (students or staff) of the school community.

Nottingham Free School e-safety acceptable usage rules/ agreement

I have discussed this letter and Nottingham Free School's e-safety rules/agreement with my child and will support the school in monitoring online activity. I understand that my child will need to sign this agreement too so that they are aware of their responsibility when accessing the internet both at home and at school.

Name of parents/carers:

Signature of parents/carers:

Child name:

Child signature: