



# The Ryde School

Pleasant Rise, Hatfield, Herts, AL9 5DR

01707 267333 | [www.ryde.herts.sch.uk](http://www.ryde.herts.sch.uk)

Headteacher: Mrs Sue Thompson

6<sup>th</sup> September 2023

Dear Parents/Carers

## Updated Online Safety Rules

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules.

Please return the signed sections of this form which will be kept on record at the school.

### Pupil agreement

Pupil name .....

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature .....

### Parent(s)/Carer(s) agreement

Parent(s)/Carer(s) name(s) .....

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.



(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

**Parent(s)/Carer(s) agreement**

Parent(s)/Carer(s) name(s) .....

Parent(s)/Carer(s) signature .....

Date .....

The children will not be permitted to use the school IT equipment until this agreement has been signed and returned to school. We would therefore ask that, if possible, it is returned to us by Monday 11<sup>th</sup> September 2023.

If you have any concerns or require an explanation, please call the school office to make an appointment with myself.

Yours sincerely



Mrs Sue Thompson  
Headteacher

## My online safety rules

- I will only use school IT equipment for activities agreed by school staff
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school
- In school I will only open or delete my files when told by a member of staff
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action

## Online safety policy guide – Summary of key parent/carer responsibilities

The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, support by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Parents/carers are required to support their child in understanding the Online Safety Rules and sign the agreement for pupils
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstances should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parent/carers. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that pupils can bring technological devices to school and should always check the school policy. (Mobile phones and smart watches will be kept in the school office for the duration of the school day. Air tags are not permitted at school or on school trips).
- All cyberbullying incidents affecting children in the school should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection). The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form.
- Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents/carers.

Please see our Behaviour Policy and Online Safety Policy in the policies section on the school website.