



ST. BERNADETTE'S

CATHOLIC PRIMARY VOLUNTARY ACADEMY

A MEMBER OF OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

22nd March 2024

Dear Parents / Carers,

I am writing to request your support with the signature of an important document when you attend Parents' Evening on Monday 25th March, next week.

We have recently made some updates to our version of the Trust's Online Safety Policy, and which you can view on our website. At the back of this policy (and also contained within this letter today), Appendix 1 and Appendix 2 detail our 'Acceptable Use Agreements' for pupils when using our IT systems or the internet in school. These rules are designed to ensure that children have safe access to technology during their time at the school and outline the behaviours and expectations we have of our children when using a computer or other electronic device at the academy.

Appendix 1 is applicable to children in the **Early Years Foundation Stage and Key Stage 1 (Classes 1-6)**, whilst **Appendix 2** is applicable to children in **Key Stage 2 (Classes 7-12)**; both are short, one page documents and I would be very grateful if you could take the time to read the relevant document(s) ahead of Parents' Evening. Your child's class teacher will then ask you to sign the document(s) at the end of your appointment and we will retain these for our records.

Your children will be taken through the document on Monday in class and they will also be asked to sign/write their name on the document.

Thank you for your support with this task and we look forward to welcoming you to Parents' Evening on Monday.

Yours sincerely,

Mr. M. Strong,
Headteacher

Striving for excellence in all that we do, reflecting the Light of Christ to the world

ST. BERNADETTE'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

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Appendix 1: EYFS and KS1 Acceptable Use Agreement (Pupils and Parents/Carers)

Acceptable Use of the School's IT Systems and Internet: Agreement for Pupils and Parents/Carers	
Name of pupil:	
When I use the school's IT systems (like computers) and get onto the internet in school I will: Ask a teacher or adult if I can do so before using them Only use websites that a teacher or adult has told me or allowed me to use Tell my teacher immediately if: <ul style="list-style-type: none">○ I click on a website by mistake○ I receive messages from people I don't know○ I find anything that may upset or harm me or my friends Use school computers for schoolwork only Be kind to others and not upset or be rude to them Look after the school IT equipment and tell a teacher straight away if something is broken or not working properly Only use the username and password I have been given Try my hardest to remember my username and password Never share my password with anyone, including my friends Never give my personal information (my name, address or telephone number) to anyone without the permission of my teacher or parent/carer Save my work on the school network Check with my teacher before I print anything Log off or shut down a computer when I have finished using it. I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's IT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	Date:

Appendix 2: KS2 Acceptable Use Agreement (Pupils and Parents/Carers)

Acceptable Use of the School's IT Systems and Internet: Agreement for Pupils and Parents/Carers	
Name of pupil:	
I will read and follow the rules in the Acceptable Use Agreement Policy. When I use the school's IT systems (like computers) and get onto the internet in school I will: Always use the school's IT systems and the internet responsibly and for educational purposes only Only use them when a teacher is present, or with a teacher's permission Keep my username and passwords safe and not share these with others Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others Always log off or shut down a computer when I'm finished working on it. I will not: Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity Open any attachments in emails, or follow any links in emails, without first checking with a teacher Use any inappropriate language when communicating online, including in emails Create, link to or post any material that is offensive, obscene or otherwise inappropriate Log in to the school's network using someone else's details Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision. If I bring a personal mobile phone into school: I will ensure my mobile phone is switched off at all times on the school premises, and that I will hand it in to the Academy Office prior to morning registration. I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer's agreement: I agree that my child can use the school's IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's IT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed (parent/carer):	Date: