Middlewich Primary School
Online Safety Policy

Working together to achieve the very best

1. Aims

Middlewich Primary Schools aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Identify and support groups of pupils that are potentially at greater risk of harm online than others
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, extreme sexual or physical violence, misinformation, disinformation (including fake news), and conspiracy theories
- **Contact** – being subjected to harmful online interaction with other users or generative AI applications that simulate this, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit the user for sexual, criminal, financial or other purposes
- **Conduct** – online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), including those generated using AI, and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. Legislation and guidance

This policy is based on the statutory safeguarding guidance, Keeping Children Safe in Education from the Department for Education (DfE) and its advice for schools on:

- Teaching online safety
- Meeting digital and technology standards
- Preventing and tackling bullying
- Relationships and sex education (RSE) and health education
- Searching, screening and confiscation

It also refers to the DfE's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006, the Children's Wellbeing and Schools Act 2026 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation. The governing board will ensure online safety is a running and interrelated theme in the whole-school approach to safeguarding and related policies and procedures, including when planning the curriculum, teacher training, the role of the DSL (and deputies) and any parental engagement.

The governing board will make sure that the school has appropriate filtering and monitoring systems in place on school devices and school networks, and that a review of the effectiveness of the filtering and monitoring systems is carried out by SLT at least once every academic year. The board will review the DfE's filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting the standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems
- Reviewing filtering and monitoring provisions at least annually
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning
- Having effective monitoring strategies in place that meet the school's safeguarding needs

Our school Safeguarding Governor will monitor online safety. Details of our Safeguarding Governor can be found on our Child Protection and Safeguarding Policy.

All governors will:

- Make sure they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 1)
- Make sure that online safety is a running and interrelated theme when devising and implementing the whole-school or college approach to safeguarding and related policies and/or procedures
- Make sure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.

3.2 The headteacher

The headteacher is responsible for making sure that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead (DSL)

Details of the school's designated safeguarding lead (DSL are set out in our child protection and safeguarding policy, as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in making sure that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher and governing board to review this policy and make sure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Providing governors with assurance that filtering and monitoring systems are working effectively and reviewed regularly
- Working with the school's ICT technician to make sure the appropriate systems and processes are in place

- Ensure all staff undergo online safety training as part of child protection and safeguarding training and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring
- Working with the headteacher, ICT technician and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school's child protection policy
- Responding to safeguarding concerns identified by filtering and monitoring
- Making sure that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy
- Making sure that any incidents of cyber-bullying are logged on CPOMS and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board
- Undertaking annual risk assessments that consider and reflect the risks pupils face
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

3.4 The ICT technician

The ICT technician is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and make sure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Making sure that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 1) and making sure that pupils follow the school's terms on acceptable use (appendix 2 and 3)
- Knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by reporting to the senior leadership team and logging on CPOMS
- Following the correct procedures if they need to bypass the filtering and monitoring systems for educational purposes by discussing with he headteacher or deputy headteacher
- Working with the DSL to make sure that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy
- Making sure that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'

3.6 Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Make sure that their child has read and understood the terms on acceptable use of the school's ICT systems and internet (appendix 2 and 3)
- Parents/carers can seek further guidance on keeping children safe online from the following organisations and websites:
    - ❖ What are the issues? – UK Safer Internet Centre
    - ❖ Help and advice for parents/carers – Childnet
    - ❖ Parents and carers resource sheet – Childnet

3.7 Visitors and members of the community
Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy and expected to read and follow it.

4. Educating pupils about online safety
4.1 Pupils will be taught about online safety as part of the curriculum
Pupils will be taught about online safety as part of the curriculum The PSHE curriculum and computing scheme (Purple Mash) contain units which cover varied online safety themes.

In **Key Stage (KS) 1**, pupils will be taught to:
- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage (KS) 2** will be taught to:
- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact
- Be discerning in evaluating digital content

By the **end of primary school**, pupils will know:
- That people should be respectful in online interactions, and that the same principles apply to online relationships as to face-to-face relationships, including where people are anonymous. For example, the importance of avoiding putting pressure on others to share information and images online, and strategies for resisting peer pressure
- How to critically evaluate their online relationships and sources of information, including awareness of the risks associated with people they have never met. For example, that people sometimes behave differently online, including pretending to be someone else, or pretending to be a child, and that this can lead to dangerous situations. How to recognise harmful content or harmful contact, and how to report this
- That there is a minimum age for joining social media sites, which protects children from inappropriate content or unsafe contact with older social media users, who may be strangers, including other children and adults
- The importance of exercising caution about sharing any information about themselves online. Understanding the importance of privacy and location settings to protect information online
- Online risks, including that any material provided online might be circulated, and that once a picture or words has been circulated there is no way of deleting it everywhere and no control over where it ends up
- That the internet contains a lot of content that can be inappropriate and upsetting for children, and where to go for advice and support when they feel worried or concerned about something they have seen or engaged with online

The safe use of social media and the internet will also be covered in other subjects where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

4.2 Pupils will be taught practical cyber security skills
All pupils will receive age-appropriate training on safe internet use, including:

- Methods that hackers use to trick people into disclosing personal information
- Password security
- Social engineering
- The physical security of devices
- The risks of removable storage devices (e.g. USBs)
- Multi-factor authentication
- How to report a cyber incident or attack
- How to report a personal data breach

Pupils will also receive age-appropriate education on safeguarding issues such as cyber-bullying and the risks of online radicalisation.

5. Educating parents/carers about online safety
The school will raise parents/carers' awareness of internet safety in a monthly safeguarding newsletter or other communications home, and through information via our website. This policy will also be shared with parents/carers.

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying
6.1 Definition
Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying
To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and encourage them to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive safeguarding training which looks at online safety and how to report concerns (see section 11 for more detail).

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried our, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher.
- Explain to the pupil why they are being searched, and how the search will happen; and give them the opportunity to ask questions about it
- Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the headteacher to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding whether there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), including any image generated or altered by AI, they will **NOT:**

- View, copy, print, share, store, save, forward on, or ask a child to share or download, the image
- Delete the image or ask the pupil to delete the image
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any pupil involved

The staff member will confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety

(UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people.

If the staff member has already viewed the imagery by accident (e.g. if the pupil showed it to them before they could ask them not to), they will report the incident to the DSL and seek support.
Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on searching, screening and confiscation
- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- Our behaviour policy/searches and confiscation policy

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

6.4 Artificial intelligence (AI)
Generative AI tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini.

Middlewich Primary School recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes' or 'deep nudes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

Middlewich Primary School will treat any use of AI to bully pupils very seriously, in line with our behaviour policy.

Staff should be aware of the risks of using AI tools while they are still being developed and should carry out a risk assessment where new AI tools are being used by the school, and where existing AI tools are used in cases which may pose a risk to all individuals that may be affected by them, including, but not limited to, pupils and staff.

At present, pupils will not be required or expected to use generative artificial intelligence (AI) tools as part of the curriculum or for independent learning tasks. Should the school decide to introduce the use of AI tools in the future, appropriate policies, procedures and risk assessments will be developed to ensure their safe and appropriate use.

7. Acceptable use of the internet in school
All pupils, parents/carers, staff, volunteers and governors are expected to adhere to the terms on acceptable use of the school's ICT systems and the internet (appendices 1 to 3). Visitors will also be expected to read and adhere to these requirements where relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

7.1 Filtering and Monitoring
Middlewich Primary School uses filtering and monitoring services provided by Schools Broadband and Talk Straight to help safeguard pupils and staff online. The school's systems are designed to block access to illegal, harmful and inappropriate content and to identify potential safeguarding concerns.

The school receives daily and weekly safeguarding reports which are reviewed by the Designated Safeguarding Lead (DSL). These reports include information about denied search terms, blocked websites and attempts to access content that falls within safeguarding or security risk categories.

Any safeguarding concerns identified through filtering and monitoring are reviewed by the DSL and, where appropriate, recorded on CPOMS and managed in accordance with the school's Child Protection and Safeguarding Policy.

The effectiveness of the school's filtering and monitoring arrangements is reviewed regularly by senior leaders and the ICT technician to ensure they remain appropriate to the needs of the school and reflect emerging online risks.

8. Pupils using mobile devices in school

At Middlewich Primary School, some pupils in Year 5 and 6 bring a mobile phone to school. This is only permitted on the days children walk to and from school unaccompanied.

Before a pupil is permitted to bring a mobile phone onto the school site:

- A Mobile Phone Agreement must be completed and signed by both the pupil and their parent/carer (see appendix 4)
- The agreement must be returned to school and approved by the school.
- The pupil must agree to follow all school rules regarding the possession and use of mobile phones.

Pupils who are authorised to bring a mobile phone to school must follow these rules:

- Phones must be switched off before entering the school grounds.
- Phones must remain switched off and out of sight at all times while on the school site.
- Upon arrival in the classroom, the phone must be handed directly to the class teacher for safe storage during the school day.
- At the end of the school day, the phone will be returned by the class teacher.
- Once returned, the phone must remain switched off and stored in the pupil's school bag until they have left the school site.
- If a pupil needs to contact a parent or carer before leaving school, this must be arranged through a member of staff and carried out with staff supervision.
- Mobile phones must not be used for taking photographs, recording video or audio, accessing the internet, messaging or making calls on the school site.
- Pupils must act responsibly and safely when using their mobile phone outside school.

Any pupil who fails to follow the Mobile Phone Agreement or the expectations outlined above may have their permission to bring a mobile phone to school withdrawn.

Whilst reasonable care will be taken, mobile phones are brought to school at the owner's risk. The school cannot accept responsibility for the loss, theft or damage of any mobile phone brought onto the premises.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords can be made up of 3 random words, in combination with numbers and special characters if required, or generated by a password manager
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by promptly installing the latest updates

Staff members must not use the device in any way that would violate the school's terms of acceptable use.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the ICT technician and the headteacher.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with our staff disciplinary procedures and code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents that involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training for staff, governors and volunteers

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
    - Abusive, threatening, harassing and misogynistic messages
    - Non-consensual sharing of indecent nude and semi-nude images and/or videos, including images generated or altered by AI, especially around chat groups
    - Sharing of abusive images and pornography, including images generated or altered by AI, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and deputy DSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

Behaviour and safeguarding issues related to online safety are logged within CPOMS.

This policy will be reviewed annually. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

APPROVED BY:	FGB
Date:	October 2026
TO BE REVIEWED:	October 2027

Appendix 1: Acceptable use* of the School's ICT Systems and Internet *(staff, governors, volunteers and visitors)

Middlewich Primary School
Acceptable use of the School's ICT Systems and Internet
for Staff, Governors, Volunteers and Visitors

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Input, upload, or process any personal data of pupils, confidential safeguarding information, or sensitive school data into public or unvetted generative AI tools (such as public AI chatbots or image generators). I will make sure I am aware of approved AI tools for use in school and follow this at all times
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Appendix 2: EYFS and KS1 Acceptable use* of the School's ICT Systems and Internet *(EYFS/KS1 Pupils and Parents/Carers)

Middlewich Primary School
Acceptable use of the School's ICT Systems and Internet
for EYFS/KS1 Pupils and Parents/Carers

When I use the school's ICT 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 and AI that a teacher or adult has told me or allowed me to use, and in a way in which a teacher or adult has told me I can use it
- Tell my teacher immediately if:
    - I select 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 computers and devices 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 numbers) to anyone without the permission of my teacher or parent/carer
- Save my work in a way that a teacher or adult has told me
- Check with my teacher before I print anything
- Log off or shut down a computer or other device 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.

Parent/carer agreement: I agree that my child can use the school's ICT 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 ICT systems and internet, and will make sure my child understands these.

Appendix 3: KS2 Acceptable use* of the School's ICT Systems and Internet *(KS2 Pupils and Parents/Carers)

Middlewich Primary School
Acceptable use of the School's ICT Systems and Internet
for KS2 Pupils and Parents/Carers

When I use the school's ICT systems (computers and tablets) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and only for my learning
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe and not share my full name, address or telephone number or passwords online or without the permission of my teacher or parent/carer
- Tell a teacher or trusted adult immediately if I see or hear anything online that worries, upsets or confuses me
- Take care of school equipment and use it responsibly
- Always log off or shut down a computer when I've finished working on it

I will not:

- Visit websites that are not suitable for children or that my teacher has not allowed
- Use social media, chat rooms or online games in school unless a teacher has given permission for this as part of a learning activity
- Use any unkind, rude or inappropriate language online
- Pretend to be someone else or use another person's login details
- Share photos, videos or personal information without permission

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: I agree that my child can use the school's ICT 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 ICT systems and internet and regarding a default ban on mobile devices in school, and will make sure my child understands these.

Appendix 4: Mobile Phone Agreement for Y5/6 Pupils and Parents/Carers

Middlewich Primary School
Mobile Phone Agreement
for Y5/6 Pupils and Parents/Carers

Mobile Phone Agreement

- Only pupils in year 5 or 6 are permitted to bring a mobile phone into school when this agreement is signed and returned.
- All phones must be switched off and in school bags when entering the school grounds.
- The phone must then be given to the class teacher on arrival into the classroom.
- At the end of the school day, the class teacher will give the phone back. The phone must remain switched off and placed into school bag. If a child needs to ring a parent or carer as they come out of school, this must be arranged with, and in the presence of, the class teacher.
- The school accepts no responsibility for damage or loss of any mobile phone brought into school.
- No phones should be seen on the school grounds unless handed to a teacher or handed back from a teacher.
- Pupils should always remember to act responsibly when using a phone.

Name of child: _____

Reason for needing a mobile phone in school: _____

_____

Parent/carer: I can confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature: _____ **Date:**_____

Pupil: I will follow the school mobile phone rules.

Pupil signature: _____ **Date:**_____