

---

# NORTHUMBERLAND County Council

The Federation of Longhorsley St Helen's and Whalton Church of England Aided Schools

Longhorsley St Helen's  
C of E Aided First School  
Drummonds Close  
Longhorsley  
MORPETH  
Northumberland  
NE65 8UT



Whalton C of E Aided Primary  
School

Whalton  
MORPETH  
Northumberland  
NE61 3XH

Tel 01670 788316  
Fax 01670 788031  
email: longhorsleyadmin@fedlongwhaltschools.uk  
www.longhorsley-st-helens.northumberland.sch.uk

**Mrs Nichola Brannen**  
Executive Headteacher

Tel 01670 775216

email: whaltonad min@fedlongwhaltschools.uk  
www.whalton.northumberland.sch.uk

---

3<sup>rd</sup> April 2020

Dear Parents

## Online Safety (E-Safety)

First of all thank you for your support in getting your children set up onto School360, their online learning platform, and assisting them to enter the online classrooms. I think, in the coming weeks, our computing skills will be put to the test and we will all learn so much!

Now that we are, more or less, up and running with our virtual classrooms, please could I ask you to remind your children about our online safety rules. Please could you read through, with your child, our Federation (amended to reflect the Classroom in School360) and School360's Acceptable Use Policies, which are attached to this letter. The key messages for your children are to:

- Keep their personal information private and not share with others (only trusted adults)
- Make sure they are polite and responsible in the comments they post and the emails they send
- To share what they are doing online with their trusted adults and show them their sent/received messages/emails
- Ensure they have consent and parental permission before posting any photographs (photographs of their work is safer than photographs of them)
- Tell their trusted adults straight away if they see, read or hear anything that upsets them
- Not download anything unless you have given them permission
- Know that the online safety rules are there to keep them safe

In short, probably the most important message to parents and carers is to ***please be aware of all that your child is doing online.*** Many thanks for this.



Below are some excellent websites (also on our website) that navigate parents through the issues and challenges they may face when their child is connected to the online world. They offer recommendations for web filters / security software / online monitoring / parental controls etc and guidance on conversations you may need to have with your child. There is also a link to CEOP if you need to report a concern to the police.

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>

<https://www.thinkuknow.co.uk/professionals/our-views/parents-helpsheets/>

<https://www.ceop.police.uk/safety-centre/>

The following is a link to information from the government regarding advice upon the closure of educational settings:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Below is an extract from the government website about online learning:

### *“6.3 Where can I go to get support to help keep my child safe online?”*

*There is a lot of support available to keep your child safe online. Below are some useful links to help parents and carers:*

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and carers from the NSPCC)

If you are concerned with any online activity please get in touch with me on [penny.elliott@school360.co.uk](mailto:penny.elliott@school360.co.uk) and I will try to help.

Many thanks

Penny Elliott



## Primary Pupil Acceptable Use Agreement / e-Safety Rules

- I will only use ICT in school (including remotely when accessing the school online learning environment School360) for school purposes
- I will only use my class/my own school email address when emailing in school (including remotely when accessing the school online learning environment School360)
- I will not tell other people my ICT/computing usernames and passwords
- I will only open and delete my own files
- I will not copy other people's work and say that it is my own
- I will be polite and responsible when I communicate with others
- I will not take or share images of anyone without their permission
- I will not look for, save or send anything that could be unpleasant, embarrassing or nasty  
If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as names, phone numbers and home addresses
- I will not arrange to meet someone or send someone my own image
- I will not download anything without permission from the teacher
- I will tell the teacher if I find any damage or faults with technology, however this may have happened
- I will not use any social networking, gaming or chat sites unless this is part of an approved learning activity given to me by my teacher
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school's approach to online safety and not upload or add any images, video, sound or text that could upset anyone
- I know that my ICT use is monitored and checked and my parent/carer contacted if a member of school staff is concerned about my online safety
- I will not sign up for any online service unless this is an agreed part of a school project supervised by my teacher
- From Reception to Year 4, I will not bring a mobile phone/Smart Watch into school
- In Years 5 & 6 at Whalton I can bring my phone to school but it must be handed in and kept in the school office during the school day
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parent/carer will be contacted

Dear Parent/Carer,

All pupils use computer facilities including internet access as an essential part of learning, as required by the Primary Curriculum. The schools take all reasonable precautions to ensure that pupils cannot access inappropriate materials. We expect all children to be safe and responsible when using any ICT and ask that you assist us in this aim by reading the 'Acceptable Use Agreement' with your child. Please could you and your child sign this agreement to show that the e-safety rules have been understood and agreed.

**Pupil:** I have read, understand and will abide by the above e-safety rules.

**Pupil:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer:** My child and I have read, understood and agree to abide by these e-safety rules.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## School360 Acceptable Use Policy

- I will take care when using the school IT equipment and use it properly.
- I will only share my password or login details with trusted adults.
- I will tell an adult if I see anything which upsets me.
- I will only take a photograph or video of someone if they say it is alright.
- Any messages I send will be polite.
- I will not deliberately write anything which upsets other people.
- I understand that the school may talk to my parent or carer if they are worried about my use of school IT equipment.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school.

