



# **Moat Farm Infant and Nursery School**

**and Lavender Farm Nursery**

**Headteacher: Mrs Deborah Walker**

**Lavender Farm Nursery Manager: Mrs Sian Stevens**

**[www.moatfarm-inf.sandwell.sch.uk](http://www.moatfarm-inf.sandwell.sch.uk)**



Brookfields Road

Oldbury

West Midlands

B68 9QR

Tel: 0121 552 1885

Monday, 11 September 2023

Dear Parent/Carers,

Children's safety is paramount in all aspects of school life, included in this is children's safety online. The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning.

At Moat Farm Infant School, we have a strict filtering service to our internet connection to ensure that unsuitable material is not viewed by the children. However, filtering may not always be available outside of school, therefore pupils should be aware of what to do if they come across inappropriate content. This will be taught during e-safety lessons and assemblies alongside the Computing Curriculum. Each member of staff and parents of each pupil using the Internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

Attached you will find our 'Acceptable Use Policy' for parents and children that attend Moat Farm Infant School.

## **We would like for you to:**

- **Read through the parent Acceptable use agreement and ensure that you agree with it (please see attached sheet)**
- **Read through the children's Acceptable use agreement with your child at home and ensure that they agree to it and understand it (please see attached sheet)**
- **If you agree to them you do not need to take any further action**
- **If you do not agree then you will need to contact the school office.**

Yours sincerely,

Mrs Deborah Walker  
Headteacher

**COLLABORATION   RESPECT   CREATIVITY   PERSEVERANCE   CARING   REFLECTIVENESS**





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## ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

### Name of pupil:

### Parents/Carers:

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Email/text groups for parents (E.g. Marvellous Me) for school announcements and information
- Our virtual learning platform (E.g. Teams)

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, the school, other parents/carers and children at all times
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

### I will not:

- Use private groups or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

### Pupils:

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 that a teacher or adult has told me or allowed me to use
- 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 school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT 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

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- 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 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 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.

**Signed (parent/carer):**

**Date:**

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