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Ivy Lane, Gateshead, Tyne & Wear, NE9 6QD  
Tel: 0191 487 4595 | email: [enquiries@cedarstrust.org.uk](mailto:enquiries@cedarstrust.org.uk)  
[www.cedarstrust.org.uk](http://www.cedarstrust.org.uk)

May 2021

Dear Parent/Carer,

We take the safeguarding of the students at Cedars very seriously and as such endeavour to, regulate and monitor how our staff, students and visitors to the school use mobile devices and the internet in school. It is important that all staff, students, parents and visitors to the school know our procedures for safe and acceptable use of digital equipment and the internet.

All **staff, governors, students and visitors** are asked to familiarise themselves with our **Acceptable Use Policy** and, where appropriate, sign the agreement to show that they will work in partnership with us to make digital technology safe to use. A copy of the student agreement will be in our Welcome Pack; we will be sharing this with your child at school and ask that you discuss it with them at home to help them to understand how to use digital technology at home and at school safely. We know that some of our children will not fully understand this document yet and as such we simply ask that you discuss safe use of technology as appropriate for your child.

We have also attached a copy of the parental consent form so that you can update your permission for your child to use the internet at school and to have their photograph used on the school website and other promotional literature. It is vitally important that school have an up-to-date list of students who can and cannot appear on photograph so please, we **strongly encourage** you to **read, sign and return the form** to the office promptly.

If you require the agreement in a different language or format, please contact the office and we will make alternative arrangements. You can find up-to-date Online Safety information on our school website at [www.cedarsacademy.org.uk](http://www.cedarsacademy.org.uk).

Please do not hesitate to contact the school if you require further information.

Many thanks

Michelle O'Reilly  
**Head of School**