

Grovelands C P School

Acceptable Use Policy

September 2021

Acceptable Use Policy

This Acceptable Use Policy covers the acceptable use of school IT systems, the internet and communication technologies (including Digital Remote Learning) by:

1. Staff
2. Visitors, including Supply Teachers
3. Governors
4. Volunteers
5. EYFS and KS1 Pupils
6. KS2 Pupils

Staff and Volunteers

Child Safeguarding Statement

Staff need to be aware that there may be issues relating to a child's behaviour as a result of child protection issues. Where staff have any concerns of this nature the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that school ICT systems are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that all users (staff, volunteers and pupils) are protected from potential risk in their use of ICT in their everyday work/education.
- that staff and volunteers will be responsible users and stay safe while using school ICT systems, the internet and other communication technologies for educational, personal and recreational use.
- that pupils will be responsible users of the school ICT systems, the internet and communication technologies, for educational, personal and recreational use, as part of their ongoing computing and online safety education.
- that parents and carers also understand the expectations of pupils to be responsible users of the school ICT systems and are aware of the importance of online safety. Furthermore, that parents and carers support the school's approach through involvement in the education and guidance of pupils with regard to their responsible use of ICT systems and online behaviour.

Acceptable Use Agreements

The school will aim to ensure that staff and volunteers will have good access to ICT to support and enhance their work and to enhance learning opportunities for pupils learning.

It is an expectation of the school, that all members of staff and volunteers, visitors and Governors, agree to be responsible users, through signing an Acceptable Use Agreement. For staff members, this will be given as part of their induction. For volunteers, visitors and Governors, this agreement will be part of their signing in/induction.

Similarly, the school expects pupils to agree to be responsible users, by signing a class Acceptable Use Agreement to an age appropriate set of Rules for Responsible Use. This will be signed annually by all pupils at the start of the school year, which can be added to by new pupils joining the school at a later time.

Parents and Carers will also be expected to sign an Acceptable Use Agreement, when their child joins the school, to support the schools approach to ensuring responsible use by all. This agreement also gives permission for their child to have access to the internet and other ICT systems; plus permission for the taking and use of digital images and videos.

Staff Acceptable Use Agreement

- I understand that the Acceptable Use Policy is to be used in conjunction with the Online Safety Policy and Staff Code Of Conduct.
- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate member of the Senior Leadership Team and/or Safeguarding Lead or Deputy.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission.
- Where these images are published (e.g. on the school website / newsletters) it will not be possible to identify by name, or other personal information, those who are featured.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Classes have access to digital cameras or iPads that are to be used for this purpose. These school devices must NEVER be used for personal use.
- I will only use chat and social networking sites in school for personal use, during non-teaching times of the day. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies e.g. whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites, which may concern them to the headteacher.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school. Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school

computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems for pupils' personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type, without permission, on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's GDPR Privacy Notice.
- I understand that the GDPR Privacy Notice requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos), unless permission has been given.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Full Name:

Signature:

Date:

Visitor Acceptable Use Agreement (including Supply Teachers)

- I understand that the Acceptable Use Policy is to be used in conjunction with the Online Safety Policy and Staff Code Of Conduct.
- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate member of the Senior Leadership Team and/or Safeguarding Lead or Deputy.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission.
- Where these images are published (e.g. on the school website / newsletters) it will not be possible to identify by name, or other personal information, those who are featured.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Classes have access to digital cameras or iPads that are to be used for this purpose. These school devices must NEVER be used for personal use.
- I will only use chat and social networking sites in school for personal use, during non-teaching times of the day. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies e.g. whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites, which may concern them to the headteacher.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school. Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school

computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems for pupils' personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type, without permission, on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's GDPR Privacy Notice.
- I understand that the GDPR Privacy Notice requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos), unless permission has been given.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my visit or employment by the school.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to a warning from a member of SLT, a suspension, or referral to the Local Authority, and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Full Name:

Signature:

Date:

Volunteer Acceptable Use Agreement

- I understand that the Acceptable Use Policy is to be used in conjunction with the Online Safety Policy.
- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate member of the Senior Leadership Team and/or Safeguarding Lead or Deputy.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission.
- Where these images are published (e.g. on the school website / newsletters) it will not be possible to identify by name, or other personal information, those who are featured.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Classes have access to digital cameras or iPads that are to be used for this purpose. These school devices must NEVER be used for personal use.
- I will only use chat and social networking sites in school for personal use, during non-teaching times of the day. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Volunteers who have genuine concerns about any school matter should follow school current guidelines and policies e.g. whistle-blowing to resolve issues and not networking sites.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school. Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school

computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems for pupils' personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type, without permission, on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's GDPR Privacy Notice.
- I understand that the GDPR Privacy Notice requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos), unless permission has been given.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my role as a volunteer in the school.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to a warning from a member of SLT, a suspension, or referral to the Local Authority, and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Full Name:

Signature:

Date:

Governor Acceptable Use Agreement

- I understand that the Acceptable Use Policy is to be used in conjunction with the Online Safety Policy and Staff Code Of Conduct.
- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate member of the Senior Leadership Team and/or Safeguarding Lead or Deputy.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission.
- Where these images are published (e.g. on the school website / newsletters) it will not be possible to identify by name, or other personal information, those who are featured.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Classes have access to digital cameras or iPads that are to be used for this purpose. These school devices must NEVER be used for personal use.
- I will only use chat and social networking sites in school for personal use, during non-teaching times of the day. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies e.g. whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites, which may concern them to the headteacher.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school. Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school

computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems for pupils' personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type, without permission, on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's GDPR Privacy Notice.
- I understand that the GDPR Privacy Notice requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos), unless permission has been given.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my visit or employment by the school.
- I understand that failure to comply with this Acceptable Use Agreement, would also constitute a breach of the Governors' Code of Conduct (National Governors' Association) as agreed by the board annually in term 1. The issue would be raised with the Chair of Governors (or another board member) to investigate and seek to resolve, which may result in suspension/removal, referral to the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Full Name:

Signature:

Date:

Parent/Carer Acceptable Use Agreement (including Digital Remote Learning) and Permission for taking and using Digital Images/Videos

Internet Access

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that school ICT systems are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that all users (staff, pupils, volunteers, Governors and visitors) are protected from potential risk in their use of ICT in their everyday work/education.
- that pupils will be responsible users of the school ICT systems, the internet and communication technologies, for educational, personal and recreational use, as part of their ongoing computing and online safety education.
- that parents and carers also understand the expectations of pupils to be responsible users of the school ICT systems and are aware of the importance of online safety. Furthermore, that parents and carers support the school's approach through involvement in the education and guidance of pupils with regard to their responsible use of ICT systems and online behaviour.

The school will aim to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. The Rules of Acceptable Use have been written to bring clarity about what behaviours are expected of responsible users. These rules will be taught to pupils as part of their on-going online safety education and will be displayed around the school in different locations where pupils will have access to the internet.

Parents are requested to share the **Acceptable Use Policy Pupil Agreement** with their child and sign the permission form below to show their support of the school in this important aspect of the school's work.

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students/pupils in the digital/video images.

Parents/carers are requested to sign the following agreement/permission form in respect of internet use and digital/video images.

Parent/Carer's Name:

Pupil's Name:

- I have read and discussed the **Acceptable Use Policy Pupil Agreement** with my child and understand that will help keep my child safe online. I understand that the school will discuss these rules with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school. I understand that the Acceptable Use Policy Pupil Agreement will also be displayed around the school.
- I understand that this agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I agree that if I take digital or video images at or of school events which include images of children other than my own, I will abide by these guidelines in my use of these images.

Digital Remote Learning

- I am aware that the use of school devices and systems may be monitored for safety and security reasons to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation;
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing live learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed;
- I give permission for my child to access Google Classroom;
- I give permission for my child to participate in live lessons using Google Meet (part of Google Classroom) with their class teacher (or subject teacher).
- I understand that live lessons will be recorded and saved on the school server, and kept in accordance with data protection;
- I understand that I will be asked for permission by the class teacher (via email or telephone call) if my child needs a 1:1 live lesson (e.g. for Learning Support);
- I understand that if a 1:1 session has been arranged to be delivered over the phone my child will be requested to be on loudspeaker or speakerphone at the family's end of the call. The member of staff making the call will be advised of this as necessary.
- I understand that any online or telephone 1:1 live lesson will be recorded and saved on the school server, and kept in accordance with data protection;

- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems;
- I give permission for my child’s work to be used on school Social Media Account and website
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community;
- I understand that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement or have any concerns about my child’s safety;
- I will inform the school or other relevant organisations if I have concerns over my child’s or other members of the school community’s safety online;
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding;
- I understand that I consent for my child to take part in Remote Learning

As the parent/carer of the above pupil, **I give permission for my son/daughter to have access to the internet, ICT systems at school and to access school services at home.**

Signed:

Date:

I agree to the school taking and using digital/video images of my child. I understand that the images will only be used to support learning activities or in publicity that celebrates success and promotes the work of the school.

Signed:

Date:

Grovelands Community Primary School

Acceptable Use of Technology Policy (including Digital Remote Learning)

EYFS and Key Stage 1 Pupil Agreement

The Agreement

This Agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

This is how we stay safe when we use computers at school and at home:

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell an adult if I see something that upsets me on the screen or if I am worried;
- I know that if I break these rules, I might not be allowed to use the computers / devices;

When I am learning from home:

- I will ask an adult if I want to use a computer or device;
- If I am in a 'live lesson' with my teacher an adult will be close by me;
- I will make sure that I use my computer or device in a sensible place (not in my bedroom);
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell a teacher or adult if I see something that upsets me on the screen.

Grovelands Community Primary School

Acceptable Use of Technology Policy (including Digital Remote Learning)

Key Stage 2 Pupil Agreement

The Policy

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Policy is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

I understand that everyone has equal rights to use technology as a resource and:

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- I will not attempt to bypass any security, filtering or monitoring systems, or attempt to download or install applications on school computers or devices.

I will act responsibly towards others, as I expect others to act towards me and:

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.
- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidentally come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

When working from home (remote learning):

These expectations are in place to help keep me safe when I am learning at home using Google Classroom and Google Meet.

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not change or edit any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- I understand that I must behave online as I would in a classroom;
- I will only use the chat feature for work-related discussions;
- I have read and talked about these rules with my parents/carers;
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.
- I have read and talked about these rules with my parents/carers.