



Bishops Tawton Primary School

KS2 Pupil Acceptable Use Policy agreement

School policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep any school usernames and passwords safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age)
- If someone I have communicated with on-line requests to meet me I will always talk to my parent/carer/teacher/trusted adult about it first.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for on-line gaming, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will not access any social networking applications during school hours.
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will not use my own personal devices (mobile phones/tablets/USB devices) in school unless I have permission. I will take any personal device I bring to school to the school office to be stored safely until the end of the day.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I understand that there will be consequences if I fail to comply with this Acceptable Use Agreement. This could include loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school on-line platforms.

Name of Pupil:

Class:

Signed:

Date:

Parents/ Carers

I have also read and understood the Pupil Acceptable Use Agreement:

- 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 systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.
- 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.

Name of Parent/Carer:

Signed:

Date:

Remote learning

So that we can keep in touch with the children when delivering remote learning we may like to arrange live online meetings via a video conferencing platform. These live on-line sessions will be between the class teacher, a group of children from their class and, when possible, another member of staff from their 'bubble'. The live sessions will provide an opportunity for the children to check-in with their teacher, chat about their learning and maybe participate in a short activity or listen to a story. In order to keep everyone safe during a video call children and parents/carers must agree to follow the following code of conduct.

- A **parent/carer** must always be present in the room or a near-by room during a live on-line session and be aware that their child is participating in a video call.
- Children must be fully dressed in appropriate clothing, as should anyone else in the household who can be seen in the background during the video call.
- Any devices used should be in appropriate areas, for example: not in bedrooms.
- Children will be polite and courteous to everyone in the session as we would expect in any classroom. Other family members will be mindful of their language in any background talk.
- Microphones/cameras off unless the teacher instructs otherwise
- Sessions are **NOT** to be recorded by parents or pupils and screen shots using the device or other devices are strictly **NOT** allowed.
- Live sessions are aimed at the children. Any concerns that parents/carers have should be addressed to school via the school families email.

For safeguarding reasons some video calls may be recorded by the staff member leading the session. Any recordings will be stored safely and removed in compliance with our GDPR policy for data retention. Any recording made will be for school use only and will **not** be published or redistributed online.

I agree to follow the code of conduct when participating in video conferencing sessions.

Name of parent/carer: _____ Signature: _____
Name of child: _____ Signature: _____

I understand that video calls between school and my child as part of the school's remote learning provision may be recorded and that these recordings will **not** be published or redistributed on-line. I know that I can choose to keep the camera off at all times.

Name of parent/carer: _____ Signature: _____