

ICT Acceptable Use Policy – Parental Agreement



Dear Parent/ Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. In making this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment.

The enclosed ICT Acceptable Use Policy forms part of the wider School eSafety Policy and in association with both the school's Behaviour Management Policy and Home-School Agreement, outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community. I would therefore ask that you please read and discuss the enclosed eSafety Acceptable Use Policy with your child and return the completed slip at the bottom of this page as soon as possible.

Along with addressing eSafety as part of your child's learning, we have held Parental eSafety Awareness Evenings. Further information on future Parental eSafety Evenings will be communicated as soon as final details are confirmed (if you would like to find out more about eSafety for parents and carers, please visit the ThinkUKnow website at: www.thinkuknow.co.uk).

If you have any concerns or would like to discuss any aspect of eSafety, please contact the school office for further guidance.

Yours sincerely,

A handwritten signature in black ink, which appears to read "C Myers".

Mrs C Myers



ICT Acceptable Use Policy:

Pupils (Primary)

Agreement / eSafety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class e-mail address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address.
- ✓ I will not arrange to meet someone unless this is part of a school activity approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

Parent/ Carer signature

We have discussed this and (childs name)
agrees to follow the eSafety rules and to support the safe use of ICT at Helmshore
Primary School.

Parent / Carer Name (PRINT)

Parent / Carer (Signature)

Class Date.....



Staff, Governor and Visitor

Acceptable Use Agreement & Code of Conduct

ICT and the related technologies such as e-mail, the Internet and mobile devices are an integral part of our daily life in school. In conjunction with the staff Code of Conduct, this agreement is designed to ensure that all staff and visitors are aware of their individual responsibilities when using any form of ICT. All staff members and visitors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school's eSafety Champion, Mrs C Myers.

1. All **users** must **take responsibility** for their own use of new technologies, making sure that they use technology safely, responsibly and legally.
2. All **users** must be **active participants** in **eSafety education**, taking **personal responsibility** for their awareness of the opportunities and risks posed by new technologies.
3. **No** communications device, whether school provided or personally owned, may be used for the **bullying or harassment** of others in any form.
4. **No** online activity by **users**, both within or outside school, should **bring the school, staff** or wider members **into disrepute**.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. All **users** will **respect copyright** and intellectual property rights.
7. All **users** will **ensure** that all electronic **communications** with pupils and staff are compatible with their professional role/s.
8. **Users** will only use **approved school system(s)** for **school business**.
9. **Users** will **not install** any **hardware** or **software** without the prior permission of the headteacher.
10. All **users** will **ensure** that personal **data** (including data held on MIS systems) **is kept secure** at all times and is used appropriately in accordance with Data Protection legislation.
11. **Images of pupils** and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with **written consent** of the parent, carer or staff member. Images will not be distributed outside the school network without the prior permission of the parent/ carer, member of staff or Headteacher.
12. All **users** have a **responsibility to report** any **known misuses** of technology, including the unacceptable behaviours of others.

13. All **users** have a **duty to respect** the **technical safeguards** which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable.
14. All **users** have a **duty to report** failings in **technical safeguards** which may become apparent when using the systems and services.
15. All **users** have a **duty to protect** their **passwords** and personal network logins, and should log off the network when leaving workstations unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
16. All **users** should **use network resources responsibly**. Wasting staff effort or networked resources, or using the resources in such a way so as to diminish the service for other network users, is unacceptable.
17. All **users** should **understand** that **network activities** and online communications are **monitored**, including any personal and private communications made using school systems.
18. All **users** should be aware that in **certain circumstances** where unacceptable use is suspected, **enhanced monitoring** and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.
19. All **users** must **take responsibility** for **reading** and **upholding** the standards laid out in the **AUP**. Users will support and promote the school's eSafety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
20. I understand that these **rules** are designed for the safety of all users and that if they are **not followed**, school **sanctions** will be **applied** and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature Date

Full Name (PRINT)

Position.....