

Fynamore Primary School



Acceptable Use of Technologies Policy for Parents

Digital technologies have become integral to the lives of children, 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. Children should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure that:

- Children will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will aim to ensure that children have good access to digital technologies to enhance their learning and will, in return, expect the children to agree to be responsible users.

As a parent/carers:

- I will give permission for my child to have access to the digital technologies at school.
- 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 child'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 (e.g. by applying parental locks) and will inform the school if I have concerns over my child's online safety.

Use of Digital/ Video Images

The use of digital/video images plays an important part in learning activities. Learners 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. Where an image is publicly shared by any means, only your child's first name will be used.

The school will comply with the Data Protection Act and request parent's/ carer's permission before taking images of children. We will also ensure that when images are published, the children cannot be identified by the use of their names.

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. 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 learners in the digital/ video images.

Acceptable Use Agreement for Pupils

On the following pages we have copied, for the information of parents and carers, the pupil's acceptable use policies. These are shared with children in class and displayed in classrooms.

YR and KS1:

This is how we stay safe when we use laptops, iPads and other devices in school:

- I will ask a teacher or another adult in school if I want to use the laptops or iPads.
- I will only use laptops and iPads for activities that a teacher or adult has told or allowed me to use.
- I will take care of the laptops, iPads and other equipment.
- I will ask for help from a teacher or another adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or another adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use the laptop or iPad.

KS2:

I understand that I must use school laptops, iPads and the Internet in a responsible way, to ensure that there is no risk to my safety or to the safety of others.

For my own safety:

- I understand that the schools will monitor my use of the school devices (laptops and iPads) and systems.
- I will keep my username and password 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 a password as someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not share personal information about myself or others when online (this could include names, home addresses, email addresses, telephone numbers, age, my school details)
- I will report any unkind or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online straight away.

I understand that everyone has the right to use technology:

- I understand that the school's devices and Internet are for educational use and that I will not use them for personal use unless I have permission.

- I will not try to make large downloads or uploads that might take up the capacity of the Internet and stop other children from being able to do their work.
- I will not use the school's Internet or devices for online gaming, online gambling, Internet shopping or video broadcasting (e.g. YouTube).

I will act as I expect others to act towards me:

- I will respect others' work and will not access, copy, remove or change any computer files that belong to somebody else.
- I will be polite and responsible when I communicate with others
- I will not use unkind or inappropriate language and I appreciate that others may have different opinions to my own.
- I will not take or share images of adults or children in school without their permission.

I understand that the school has security and safety rules:

- If I bring my own personal device into school (e.g. a mobile phone or tablet) then I will make sure this is handed in to the office at the beginning of the school day or handed to my class teacher to be locked in the classroom cupboard.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- I will not use any programmes that might allow me to bypass the filtering/ security systems in place to prevent access to inappropriate materials.
- I will immediately report any damage or faults involving laptops or iPads, however this may have happened.
- I will not open any attachments in emails, unless I know and trust the person who sent the email.
- I will not install or attempt to install or store programmes of any type on a school laptop or iPad
- I will not alter the computer settings

When using the Internet, I know that:

- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful.
- Where work is protected by copyright, I will not try to download copies (including music and videos)

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

- I understand that the school has a responsibility to follow up any incidents of inappropriate online behaviour when I am out of school such as online-bullying, inappropriate use of images or personal information.
- I understand that if I do not follow this Acceptable Use Policy then I may lose access to school laptops, iPads and the Internet. I may also receive a behaviour consequence and my parents/ carers may be contacted. In the event of illegal activities, we may need to involve of the police.

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