



# HAMPRESTON CE (VA) FIRST SCHOOL

Hampreston Village | Wimborne | Dorset | BH21 7LX | 01202 573074 | office@hampreston.dorset.sch.uk

*To love God and to love one another*

Policy Agreed: October 2023

Review Date: September 2024

## ICT Acceptable Use Agreement

For Parents/Pupils/Staff and Volunteers



The Internet and other communications technologies are powerful tools, which open up opportunities for everyone. These technologies are great for learning as they can stimulate discussion and collaboration, promote creativity and help us find information quickly.

This agreement is intended to make sure that we are all aware of our responsibilities and expectations as members of this school community to keep ourselves, others and our equipment safe. We are part of our school community at school and at home, so it is important that we apply these rules at all times and in all places.

Circumstances and technologies vary and change and we expect you to think and apply these expectations and our school values to any situation you are in.

### **School responsibilities and expectations:**

- The school will use best endeavours to ensure that you will have good access to ICT to enhance your learning and will, in return, expect you to agree to be responsible users.
  - School will monitor your use of ICT.
  - School has the right to take action against you if you are involved in incidents that break this agreement.
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### **All users (Staff and Pupil) responsibilities and expectations**

- I will treat my username and password like my toothbrush - I will not share it or use anyone else's!
- I will always log out when I leave a computer.
- I am aware that the Internet is an amazing resource, but also contains information that is: inaccurate, harmful, illegal, commercial and inappropriate and so I will be careful to avoid such content.
- I will always be polite and respectful with others online.
- I will make sure people are happy before I take and/or use photos and videos of them.
- I will only use the photos and videos I've taken with permission and will not name children in my photos or give any information so they can be identified.
- I will respect other people's work on the Internet and not copy it without saying where it came from.
- 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).
- I will respect others' work and won't open or change other people's files or folders without permission.
- I will prevent viruses spreading by only opening email and attachments from people I trust and using Office 365 tools (including OneDrive) to transfer work from home rather than memory sticks.
- I will immediately report any illegal, inappropriate, or harmful material or incident.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.



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## Pupil responsibilities and expectations

*In addition to responsibilities and expectations for all users (see above):*

- I will only use computers and devices when I have permission.
- In school, I must be supervised. At home, I will follow family agreements about using computers.
- I will agree with my parents a balance of using technology and other activities, understanding the health risks of too much screen time.
- I will be aware of stranger-danger when communicating online, for example, I will not share personal information like my first name or surname, a photographs, address, telephone number, email, school etc. or arrange to meet with anyone.
- I will **immediately report** to an adult anything unpleasant or that I know is inappropriate or makes me feel uncomfortable.
- I will use sensible names for documents and save regularly to protect my work.
- I will try to only use known websites that my parents/teachers know about and are happy with.
- I will use children's search engines, e.g. Primary Safe Search, when looking for information or images.
- I understand that the purpose of ICT in school is to support my learning and that's what I will use it for.

Name (Printed) \_\_\_\_\_ Class: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **School staff responsibilities and expectations** *(signed by class teachers)*

*In addition to responsibilities for all users (see overleaf):*

- I will demonstrate high standards and examples in all expectations and responsibilities to pupils.
- I will embed e-Safety ideas and skills in my practice and teaching.
- I will supervise and guide children in their use of the Internet.
- I will communicate with pupils and parents through official school systems.
- I will always be professional, polite and respectful with others online.
- I will ensure that any activity in or out of school does nothing to damage the reputation of the school or profession, e.g. content/comments on social media.
- I will be systematic in my storage of documents, save regularly and back up my files to protect my work.
- I will not take photos or videos of children on my personal devices.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential (except when I am required by law or by school policy to disclose such information to an appropriate authority).
- I will take care not to overload the school system or equipment with large amounts of files. I will be organised in storing data and regularly check, tidy and delete unneeded files.
- I will make sure that any personal devices I use are protected from viruses.

Name (Printed) \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## Parent responsibilities and expectations

*We appreciate that parents and carers have a crucial role and responsibility to teach children about e-Safety and behaviour online.*

- I will follow our school policy on the use of photos/videos – not sharing photos online that identify children in any way. Not all parents are happy to share children’s photos online. We respect those wishes (which are sometimes for child protection reasons).
- I will be careful not to identify children by referring to them by name when commenting on blogs online.
- I have read through this agreement with my child and reinforced the importance of e-Safety at school and home.
- We have a family agreement for when and where my child can use the Internet. I will ensure they have a balance of technology and other activities, e.g. physical/social activities. I will bear in mind the health risks related to too much screen time, e.g. near to bed time.
- I will talk to my child about their use of technology and show an interest in what they are doing.
- I will set a good example to my children by using social media e.g. Facebook in a positive, responsible way.
- I will keep myself informed of e-Safety topics, for example by visiting links on the Internet e.g. [www.internetmatters.org](http://www.internetmatters.org) (There are lots of other links on the school website.)

Permissions – we like to celebrate children’s work and achievements on our website.

- I agree for photos and videos of my child and their work to be put on our website, blogs, school Twitter account or school YouTube channel **as long as** they are not identified.
- I agree for my child to use Office365, SeeSaw, Bug Club and other online accounts set up by the school.

Name (Printed) \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please tick one of the following:

- I am aware of the dangers of using computers and the Internet and understand how to take precautions to protect my child at home, for example using children logins, filtering and monitoring, supervised use and family agreements for use.
- I would be interested in attending an eSafety meeting to find out more about the dangers of computers and the Internet and how to take precautions to protect my child at home.

Please circle best time: During school - AM/PM | 3.30 - After School | 7.00pm - Evening | Other - please state