Cranham C of E Primary School
Parent / Carer Acceptable Use Policy Agreement

Technologies open up new learning opportunities and can promote creativity, effective learning collaboration and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning. **This policy relates to use of all technologies including mobile phones, tablets and online services such as learning platforms and online communications.**

This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

Content

- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology as security systems cannot protect against everything. We teach children about the risks of using technology and how to keep themselves safe.
- We only allow children to use age appropriate web sites in school as using sites for older users can increase the risks to them. This includes social networking sites like Facebook, where the terms and conditions require users to be 13. We appreciate that some parents may allow their children to use sites that they are not old enough for at home. If this is the case then you will need monitor their use and deal with any issues that arise.
- We prevent the use of age inappropriate online gaming sites in school as these can contain adult content and also enable adults to make contact with children online.

Contact

- School policy requires that staff do not make contact with families through social networking sites or personal e-mail addresses but only through agreed school systems. This being the case we hope you will respect this by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.
- We limit the ability of children to contact each other online in school and use only tools where contact can be limited to others in our school community.

Conduct

- Your child is expected to behave well online as they are expected to during all other school activities.
- Your child will be asked to sign an Acceptable Use Agreement which sets out clear expectations of behaviour when working online. We hope you will talk to your child about this.
- Bullying is not tolerated in any form and this includes online (cyber-bullying). Any instances of this will be dealt with as detailed in our anti-bullying policy.
- Your child will be taught about online safety and how to keep safe when using technology.
- They should only use their own log in for systems and to keep their details private. Your child is responsible for anything their log in is used for.

Commerce

- Your child will be taught about some of the financial risks presented by the internet such as those presented by gambling sites and phishing emails.

Taking Digital Film and Images

- Children and staff may use digital cameras to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website or occasionally in the public media.

- The school will comply with the General Data Protection Regulation (GDPR) and ask your permission, through this policy, before taking images. We will also ensure that when images are published the young people cannot be identified by the use of their names.
- In line with guidance from the Information Commissioner's Office, parents / carers may take videos and digital images of their children at school events for their own personal use as this is not covered by GDPR. These images must not be published or made available on social networking site in order to protect other children and respect privacy. Parents / carers should also not comment on any activities involving other pupils in the digital / video images.

Problems

- We can only take responsibility for e-safety issues that happen in school, or at home when children are using sites recommended by the school.
- Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken.
- If your child does not behave appropriately online then the school will take steps to deal with this as with any other issue with behaviour.
- You are obviously responsible for your child's safety online when at home and we would hope you will be discussing e-safety with your child and monitoring their use of computers and mobile phones.
- If there is an issue occurring outside school that it may be helpful for us to be aware then please let your child's teacher know. While we do not have responsibility to resolve all issues we may be able to deal more effectively with any implications happening in school and adapt our teaching programme to ensure that these issues are covered.

Permission Form

We request that you sign the permission form below to show your support of the school in helping to keep your child safe. By signing this form you are agreeing that:

- Your child can use school technology and online services for learning
- You have read and discussed the rules with your child
- You understand the rules that your child should be following when using ICT in school and this also applies to their use of their mobile phone
- You give permission for taking and using images of your child for learning purposes

Parent / Carers Name		Date	
Student / Pupil Name			

Home Use of the Internet

We hope you will reinforce the e-safety messages when your child uses the internet at home. Some ways that you could do this are listed here to support those of you who may not be aware of all the issues. With the large number of mobile devices it is now very difficult to supervise all access to the internet, however you will want to set age appropriate rules for using technology at home. The school rules could be a starting point.

Content

- Make sure content is appropriately filtered for younger users.
- Make sure your child knows that a protection system does not stop all unsafe content and they need to tell you if they access something inappropriate or get an upsetting message.

Contact

- Talk about the need to be polite online and that they should not use bad language or comments which might upset others.
- Discuss the fact that e-mails / messages can be intercepted and forwarded on to anyone (including parents, head teacher or future employer!).
- Make sure they know they should not open messages if the subject field is offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.
- Ensure that any online games they are using are of an appropriate age rating and make sure they are aware that they could be contacted through games and not to give out personal information.

Conduct

- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only post things they would be happy for anyone to read.
- Check that they are old enough for the sites they are using. If you allow them to use a site they are not old enough for ensure that you have access to what they are doing so that you can monitor it.
- Make sure that family digital devices are password protected and have anti-virus software which is regularly updated.
- Ensure that your child knows not to leave digital devices logged on with their user name or logged on to sites with personal details entered as others could use them.
- Discuss user names and talk about how to choose them carefully to protect their identity.
- Talk about the information children should keep private in order to stop them being contacted including full name, direct e-mail, address, telephone number, school and places they go regularly. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them.
- Ask your child about the sites they are visiting.
- Talk about using the safety and privacy features of sites to only give access to people they know and to be careful who they add as friends.
- Make sure they know that downloading copyrighted games and music without paying for it is illegal.
- Remind them they should not respond to offers they have not requested as these could be scams, result in costs or be trying to find out their personal information.
- Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

Problems

- Make sure they know that if they get any problems with using digital devices or get an offensive or worrying message / e-mail they should not reply but should save it and tell you.
- Please tell the school of any concerns that you have or anything that they could help to address through teaching.

Reassure your child that if they talk to you about a problem online you will not ban them from going online as this will discourage them from telling you.