

EYFS and KS1 acceptable use agreement (pupils and parents/carers)



ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's devices and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer agreement: I agree that my child can use the school's devices and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.

KS2 acceptable use agreement (pupils and parents/carers)



ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's devices and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites
- Use any inappropriate language when communicating online
- Create, link to or post any material that is offensive, obscene or otherwise inappropriate
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- Mobile phones will be placed in a cupboard throughout the school day (at their own risk) and not removed until the end of the school day.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Parent/carer's agreement: I agree that my child can use the school's devices and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Acceptable use agreement (staff, governors, volunteers and visitors)



Whingate Primary School

Staff Acceptable Use of ICT Agreement / Code of Conduct

1. Acceptable and expected use of ICT.

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents and the contents of the E-safety and Use of Digital Devices and Social Media Guidance. Any concerns or clarification should be discussed with a member of the senior management team.

- I will only use the school's email / Internet / Intranet/One Drive and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and are made through appropriate channels.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal. (See examples in 7.2 of the E-safety and Social Media Guidance for Staff.)
- I will not send to pupils or colleagues material that could be considered offensive or illegal.
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network or displayed in a public place without the permission of the parent/ carer.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's E-Safety and Use of Digital Technologies and Social Media Policy and Online Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I am responsible for the content on my own social media networks and electronic devices and will ensure it does not breach the school's safer working practice guidance or the school's code of conduct and does not undermine public confidence in the school or the education profession;
- I am responsible for ensuring that adequate and appropriate privacy and security settings are in place when using social media.
- I will not share my personal details such as my home/mobile phone number, social media identities or personal email addresses with students.
- I will not request or accept friend requests from pupils.
- I will not post information which could lead to the identification of someone connected to the school/profession without their explicit consent-this includes images of people.

2. The Use of Mobile Phones in School

It is not professional or appropriate for staff to be accessing mobile phones whilst performing their duties with children or in the course of their normal work, for example in meetings. Visitors and volunteers are expected to follow the same principles.

Mobile phones must not be used or checked at all:

- By adults when they are working with children, for example:
 - During lesson times.
 - On any corridor or other school space where it would be reasonable to expect that children may be present
 - Whilst supervising children in the classroom, playground, after-school clubs, or on trips.
- By adults when they are performing their normal duties, for example:
 - During staff meetings or briefings.
 - During meetings with colleagues, parents, other professionals.
 - During training sessions in school or other sites.

It is expected practice for phones to be stored away from children, in a teacher's cupboard or similar safe location.

Exceptions to this Rule

Phones may be left on and checked in exceptional circumstances and only with the prior agreement of the Senior Management Team, such as:

- When off-site and needing to keep in touch with school.
- When expecting an urgent or important call, such as one regarding a close relative or urgent information, such as relating to medical issues.

I agree to follow the *Staff Acceptable Use of ICT Agreement / Code of Conduct*, and have read and understood the *Esafety and Use of Digital Devices a Social Media Guidance* to support the safe use of ICT throughout the school.

Full Name: _____

Signature: _____

Date: _____