

# PARSLOES PRIMARY SCHOOL



# Online Safety

## Acceptable Use Agreements

Submitted for Approval by Governing Body: Spring Term 2022

Head Teacher – Mrs Lauren Pearce

Chair of Governors – Mr Richard Hunter

# Acceptable Use Agreement Templates

## **These agreements are intended to ensure:**

- that all staff and pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that users are protected from potential risk in their use of these systems and devices
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of children with regard to their online behaviour.

## **The school will try to ensure that:**

- pupils and staff will have good access to digital technologies to enhance their learning / work and will, in return, expect the pupils and staff to agree to be responsible users.

## **The acceptable user agreement templates comprise:**

- Pupil agreement (KS2)
- Pupil agreement (EYFS / KS1)
- Parent / Carer agreement
  - This includes permission forms for pupils
  - Parents / carers should also be sent a copy of the relevant pupil agreement
- Staff agreement
- Volunteers and community users agreement

# Pupil Acceptable Use Agreement: KS2

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

## **For my own personal safety:**

- I understand that the school can monitor my use of the computers, internet, email and devices, and that if they have concerns about my safety they may contact my parent / carer
- 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 or store a password where it is possible that someone may steal it
- I will be aware of 'stranger danger' when I am communicating online
- I will only email people I know, or my teacher has approved
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet people off-line that I have communicated with online; if anyone asks me to meet I will tell a trusted adult
  - *For older students can replace with: If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.*
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

## **I will use the technology and resources appropriately:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not open any hyperlinks in emails to attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install or attempt to install or store programs of any type on any school device, nor will I attempt to alter computer (or iPad etc) settings
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others (including promoting violence, extremist or homophobic views), nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that if I do use my own device I will follow the rules as set out in this agreement, in the same way as if I was using school equipment
- I will only use social media sites with permission and at the times that are allowed (*if applicable*)
- I should ensure that I have permission to use the original work of others in my own work
- 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 and may be a deliberate attempt to mislead me.

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

- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission
- I will respect others' work and will not access, copy, remove or otherwise alter any other user's files

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

- I understand that the school also has the right to action against me if I am involved in incidents of inappropriate behaviour (covered in this agreement) when I am out of school – for example online-bullying incidents, use of images or personal information
- I understand that if I do not follow the rules in this agreement, I may be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents, and the police if the activities I am involved with are illegal

**Pupil Acceptable Use Agreement Form: KS2 / secondary**

**Pupil name:** \_\_\_\_\_

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

By signing below I agree to the following:

- I have read and understood the rules in the Acceptable Use Agreement.
- I understand these rules are there to help keep me safe, and my friends and family safe.
- I agree to follow these guidelines when:
  - I use the school systems and devices (both in and out of school)
  - I use my own devices in the school (when allowed) e.g. mobile phones, USB devices, cameras etc.
  - I am using my own equipment out of school but in school-related activities e.g. communicating with other members of the school / about the school, accessing school email, VLE, website etc.

Year*	Your name	Teacher initials	Date
3			
4			
5			
6			

# Pupil Acceptable Use Agreement: Reception / KS1

## This is how we stay safe when we use computers:

- I will ask a teacher or other adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computers / tablets and other equipment
- I will keep my login and password secret
- I will not look at other people's files without their permission
- I will only delete my own files
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or other adult if I see something that upsets me on the screen
- I will not give out personal information – such as my name, address, phone number, email or send photographs or videos to people I don't know and trust
- I know that if I break the rules I might not be allowed to use a computer / tablet

Year	Your name	Teacher initials	Date
Reception			
1			
2			

# Parent / Carer Acceptable Use Agreement Forms

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

## **This acceptable use agreement is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that 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 online behaviour

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the relevant Pupil Acceptable Use Policy is attached to this permission form, so parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

## **Use of cloud systems:**

- The school uses *Microsoft Teams via Office 365 and Google Classroom* for pupils.
- Using *Microsoft Teams and Google Classroom* will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and their teachers. These services are entirely online and available from any internet-connected computer.
- The school believes that use of the tools significantly adds to your child's educational experience.

## **Email Account**

At our school we use the Borough email system with pupils. Pupils receive an Office 365 email account when they join our school. The email system is 'safe' as pupils cannot, by default, send emails outside the Borough system. Teachers can access pupils' email accounts for monitoring purposes.

This email account will also be used to access Teams & Google Classroom.

## **Data Protection**

If you require any information on how Parsloes Primary School process your personal data please see the School's privacy notice on the School website.

The data shared with the cloud service provider	
What data will be shared:	First Name, Family Name, Class name – while using these platforms any files created by pupils will also be stored by them
Who the data will be shared with:	School staff
Who will have access to the data:	School staff and the school's ICT Support provider
Where the data will be stored:	Microsoft datacentres in the EU and Google datacentres worldwide
How long the data will be stored for:	For one week after the pupil leaves the school – the account is deleted by the school, this will in turn delete their data from the cloud providers datacentres
How the data will be destroyed:	Data is destroyed by deletion of the pupils on-line account. Data is still recoverable for a short period as prescribed by each company's own retention policy, after this period the data can be considered as destroyed completely
How a request for deletion of the data can be made:	Email <a href="mailto:dpo@parsloes.bardaglea.org.uk">dpo@parsloes.bardaglea.org.uk</a>

### Acceptable use permission form

Parent / carer name:

Pupil name:

As the parent or carer of the above pupil, I grant permission for my child to have access to the internet, and to ICT systems at school to support their learning, including *Microsoft Teams* and *Google Classroom*

- I know that my child will sign an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of 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 technology 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 technology systems can 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 and will inform the school if I have concerns over my child's safety
- 

Signed:

Date:

*Parents should also be given a copy of the relevant pupil acceptable use agreement for reference*

# Staff Acceptable Use Agreement Form

**This acceptable use agreement is intended to ensure:**

- that staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work

The school will try to ensure that staff will have good access to digital technology for their work to enhance learning opportunities for pupils' learning and will, in return, expect staff to agree to be responsible users.

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

**For my professional and personal safety:**

- I understand that the statements set out in this agreement also apply to use of school technology systems (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper-based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies set down by the school
- I will not disclose my username or password (for the network, email, Integris or any other system) to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person, including concerns I have regarding radicalisation of pupils or colleagues
- I understand that the school may monitor my use of the digital technology and communications systems

**I will be professional in my use of school systems:**

- I will not access, copy, remove or otherwise alter any other user's files without their express permission
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal device to record these images, unless I have permission to do so. Where images are published (for example on school website, VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure



that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will ensure that my data is regularly backed up, in accordance with relevant school/academy policies.
- I will not open any hyperlinks in emails or any attachments to emails unless the source is known and trusted or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use a private email or telephone to conduct school business, unless instructed by the headteacher
- I will not engage in any on-line activity that may compromise my professional responsibilities
- I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not install, or attempt to install, programs of any type on a machine, or store programs on a computer. Nor will I try to alter computer settings, disable or cause damage to school equipment, or the equipment belonging to others.
- I will not disable or cause any damage to school/academy equipment, or the equipment belonging to others.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will ensure that I, and any classes I am responsible for, treat the school equipment appropriately when using, transporting and storing it
- Where work is protected by copyright, I will not download or distribute copies (including music, images and videos)
- I will ensure that I have permission to use the original work of others in my own work
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school data policy. Where digital personal data is transferred outside the secure network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school/academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened

#### **To protect my professional integrity:**

- I will ensure that any private social networking sites that I create or actively contribute to are not in conflict with my professional role
- I will ensure that no reference is made in social media to pupils, parents / carers or school staff
- I will not engage in any online activity that may compromise my professional responsibilities; I will not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety Policy.

I understand that this acceptable use policy applies not only to my work and use of school/academy digital technology equipment in school, but also applies to my use of school/academy systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school/academy.

**Staff acceptable use form**

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

<b>Signed:</b>		<b>Date:</b>	
<b>Full name:</b>			
<b>Job title:</b>			

# Volunteers and Community Users Acceptable Use Agreement Form

**This acceptable use agreement is intended to ensure:**

- that volunteers and community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that users are protected from potential risk in their use of these systems and devices

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school systems may be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting
- I 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 try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person
- I will not access, copy, remove or otherwise alter any other user's files, without permission
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programs of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- 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, videos and images)
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices

## Data Protection

If you require any information on how Parsloes Primary School process your personal data please see the School's privacy notice on the School website.

**Volunteers and community users agreement form**

I have read and understand the statements above and agree to use the school digital technology systems and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed:

Full name:

Date: