Parent / Carer Acceptable Use Policy Agreement Template

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. Technologies open up new learning opportunities for everyone. They can stimulate discussion, promote creativity and effective learning, and promote more effective communications between parents / carers and the school in order to support young people with their learning. Young people should have an entitlement to safe internet access. This Acceptable Use Policy is intended to ensure:

- All young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

- School Computing/ICT 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 at home.

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

Conduct
- Your child is expected to know recognise the importance of following all online safety rules, the same way as they are expected to follow all other school rules.

- Your child will sign an Acceptable Use Agreement which clearly outlines the expectations of online learning behaviours.

- Your child will respect the no tolerance for online bullying (cyber-bullying) activities, and will not partake in any of this.

- Where pupils fail to respect these rules, parents will be informed and it will be addressed in school, with sanctions as outlined in our school's anti-bullying policy.

- As often as needed, your child will be taught how to keep safe in a world of online learning, through a series of online safety lessons.

- Your child has his/her own log in user name and password for various log in systems and online learning platforms associated with our school, and must always keep their details private.

- Your child must take responsibility for using their log in details are used.

- On a regular basis, your child's online use in school will be monitored and you will be conducted if there is misconduct of use.

Content

- Our school regularly monitors and filters its systems, in order to provide a safe online learning environment for your child. We cannot however, take responsibility for the types of materials that are accessible on the internet since security systems cannot protect against everything. We will however, continue to teach your child about the importance of keeping safe when engaging with online platforms and technological devices.

- Age inappropriate online gaming sites and devices are not allowed at our school, since these can sometimes include inappropriate language and content for your child. It can also enhance the risk of unknown adults making unwanted contact with your child in the online world, which can lead to many online as well as physical mishaps.
- Each day, age appropriate learning platforms and websites are used at our school. We are aware that on occasions, you may permit your child to access social media platforms and other sites which may not be age appropriate. Where this is evident, as a parent/carer, you will need to monitor and take ownership for any issues which may arise and which may cause online distress to your child, as a result of this.

Contact

- Our school staff should only contact parents and/or children through the agreed school systems, which includes Class Dojo; eSchools; telephone conversations as agreed by the Headteacher of the school. With this in mind, we should avoid initiating friend requests with staff or students on social networking sites.
- Your child can contact other children within their class/year group, via the agreed online learning platforms, which may include emails; eSchools learning platform; Class Dojos – but may not be limited to only these in given circumstances as it may arise.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of learning and activities. These images may then be used in presentations in subsequent lessons or to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published the young people can not be identified by the use of their names.

Permission Form

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.

Parent / Carers Name		Date	
Student / Pupil Name			

- As the parent / carer of the above student, I give permission for my son / daughter to have access to the internet and Computing/ICT systems at school. I know that my son / daughter has signed an Acceptable Use Agreement (AUP) and has received, or will receive, online safety education to help them understand the importance of safe use of Computing/ICT – 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 Computing/ICT 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 son's / daughter's activity on the Computing/ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

- I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.
- I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Home Use of the Internet

We hope you will reinforce the issues contained in the Student Acceptable Use Policy when your child uses the internet at home. In order to do this, we recommend that you:

- Ensure that children access the internet in a communal room and that there is appropriate supervision for the age of your child (including supervising all internet use by younger users).
- Set appropriate rules for using the Computing/ICT and the internet safely at home. The school rules could provide a starting point.
- Inform the school of any concerns that the school could help to address through teaching.
- Ask your child about the sites they are visiting.
- Ensure that family computers are password protected and have robust anti-virus software which is regularly updated.
- Ensure content is appropriately filtered for younger users.
- Ensure that your child knows that any protection system does not stop all unsafe content and that they need to tell you if they access something inappropriate or get an upsetting message.
- Reassure your child that if they talk to you about a problem they are having on the internet you will not ban them from using it as this will discourage them from telling you.
- Ensure that your child knows not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them.

In order to support those parents who may be less familiar with use of the internet we have listed a variety of additional measures that you could take at home to support your child's safe use of the internet.

Additional Guidance on Safe Use of Computing/ICT at Home
Keeping Safe
- Discuss user names with children and talk about how to choose them carefully to protect their identity.
- Talk to young people about the information they should keep private in order to prevent them being contacted or traced including full name, address, telephone no, school, places they do regularly.
- Talk to young people about the need to limit access to their own information by using the safety and privacy features of sites to only give access to people they know and being careful who they add as friends.
- Model safe behaviour in your use of ICT/Computing.

Research and Fun on the internet
- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only publish information they would be happy for anyone to read.
- Check information that younger users are publishing on the web before it is posted to ensure that they are not putting themselves at risk.
- Check that they are old enough for the sites they are using.

Communicating
- Discuss the need for young people to be polite to others 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!).
- Ensure that young people know they should not open messages if the subject field contains anything 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.
- Recognise that there is a difference between online friends who you will never meet and real-world friends. Talk to your child about their online friends.
- Remind your child that people they talk to online may not be who they seem.

Sharing
- Ensure your child knows that downloading games and music that is copyrighted without paying for it is illegal

Buying and Selling Online
- Help young people to tell the difference between web sites for information and web sites selling things.
- Discuss how to recognise commercial uses of the internet e.g. I Tunes, mobile phone downloads, shopping.
- Remind young people that if an offer looks too good to be true it probably is and that they should not respond to unsolicited online offers.
- Remind young people 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
- Ensure that they know that if they receive an offensive or worrying message / e-mail they should not reply but should save it and tell you.

Date agreed by governing body on 16.03.2021	Signature of Chair or Vice Chair
Date agreed for review Autumn 2023	Frequency of Review 3 Years
Responsibility for Review PPC Committee	