



# **Thameside Primary School: ICT Acceptable Use Agreement for Pupils and Parents**

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<b>Policy reviewed by:</b>	Becky Fidgett
<b>Key Changes:</b>	Reworded 6 <sup>th</sup> and 7 <sup>th</sup> bullet points Added 'or hand in to my teacher' to first bullet point in 4 <sup>th</sup> section of KS2 agreement

*Thameside Primary School is a Rights Respecting School and its policies will respect the UN Convention on the rights of the child. The library policy links to:*

*Article 13: Every child must be free to say what they think and to seek and receive information of any kind as long as it is within the law.*

*Article 28: All children have the right to a primary education.*

*Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for human rights, as well as respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*



## Thameside Primary School

The computers, iPads and internet access in school have been installed to help our learning. These rules will keep everyone safe and help us to be fair to others.

### Foundation Stage and Key Stage One

This is how we stay safe when we use the computers or iPads:

- I will ask a teacher or adult in my classroom if I want to go on the computer or iPad
- I will not go on a computer without an adult in the classroom
- I will only do what an adult has asked me to do on a computer
- I will look after all computers, iPads and cables
- If I am stuck I will ask for an adult
- If I see or hear something that upsets me online, I will tell an adult
- I will not bring in electronic items from home
- I know if I don't do what I am told I will not be allowed to use the computers or iPads

I agree to all of this.

Name of child \_\_\_\_\_

Signed by child \_\_\_\_\_

Signed by parent \_\_\_\_\_

Date \_\_\_\_\_



## Thameside Primary School

The computers, iPads and internet access in school have been installed to help our learning. I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of the systems and other users.

### Key Stage Two

My own personal safety:

- I understand the school will keep an eye on what I do on the computers and iPads
- I will keep my username and password to myself
- I will not use someone else's username or password
- I will not write down my password for someone to look at
- I will not communicate with people I don't know online
- I will not tell others information about me when online (this includes, names, addresses, email addresses, telephone numbers, age, gender, educational details etc.)
- I will always tell a trusted adult if something makes me feel uncomfortable online

I understand that everyone has equal rights to use technology as a resource and:

- I know that school computers and iPads are for school work and research, not for personal use
- I will not download things to school computers without permission
- I will not use the computers for things like online gambling, online gaming, internet shopping or making and publishing videos (e.g. YouTube)

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

- I will show respect to others work by not copying, deleting or changing their work
- I will always be polite and responsible when I communicate using technology. I will not use strong language or be aggressive online.
- I will not take or share pictures of others without their permission and an adult's permission

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will leave my mobile phone in the office or hand it to my class teacher in the morning and collect it at the end of the day.
- I know there is a risk or it could cause harm if I use a programme or software which is illegal and the school has blocked – I will not use them (e.g. blocked internet pages)
- I will immediately report any damage or fault involving equipment or software, even if I did not cause it.
- I will not open links sent to me without a trusted adults permission
- I will not install programmes on school computers or change the settings on a computer
- I will only use age appropriate social media sites with permission from an adult at home and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos).
- 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 an attempt to mislead me.



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

- I understand the school has to tell others if I am involved in incidents of inappropriate behaviour that are written above, this is both in school and out of school where they affect school members
- I understand if I do not do the things said in this agreement, I will be subject to disciplinary action. This may be losing school computer rights, loss of playtime, suspensions, contacting my parents and in the vent of illegal activities involving the police.

For remote learning in case of isolation/COVID symptoms:

- I will have my microphone muted at the start of any 'live' sessions.
- I will aim to use a blurred background or a 'backdrop' image if I am asked to switch my camera on.
- I will promptly log in to any 'live' session at the time it is scheduled to start.
- I understand that 'live' sessions may be recorded by the school and accessible by me as a student after the call.
- I will dress appropriately for all 'live' sessions.
- I will not record or take photos of my teachers or classmates.
- I understand that to make the most out of any 'live' session I should aim to ensure that:
  - I am in a quiet, safe and appropriate environment with minimal distractions.
  - Use headphones for lessons, wherever possible.
  - I am attentive and follow all instructions, treating others with respect particularly when technical issues cause disruption to your learning.

Parents and carers should support students and teachers with remote learning by:

- Discussing the above rules and expectations with their child.
- Providing their child with a workspace that is quiet, safe and free from distractions.
- Making sure that their child is dressed appropriately (school uniform is not necessary).
- Ensuring that face-to-face communication is only between teachers and students, i.e. any parent to teacher communication should be in the usual manner.

Parents and carers must:

- Not record any part of a lesson and should refrain from commenting on public forums about individual teachers.
- Be aware that online lessons may be recorded for educational, safeguarding (including behaviour) purposes and will be stored for no longer than 28 days.

I agree to everything mentioned.

Name of child \_\_\_\_\_

Signed by child \_\_\_\_\_

Signed by parent \_\_\_\_\_

Date \_\_\_\_\_