

# West Borough Primary School & Nursery Parent/Carers Acceptable Use of Technology Policy 2020

1. I have read and discussed the Acceptable Use Agreement (attached) with my child and understand that the Acceptable Use Policy will help keep my child safe online.
2. I know that my child will be provided with internet access and will use a range of IT systems including tablets, laptops and cloud computing in order to access the curriculum and be prepared for modern life whilst at West Borough Primary School & Nursery.
3. I understand that the Acceptable Use Policy applies to my child's use of West Borough Primary School & Nursery devices and systems on site and at home, and personal use where there are safeguarding and /or behaviour concerns.
4. I am aware that any use of West Borough Primary School & Nursery devices and systems may be monitored for safety and security reasons to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation.
5. I am aware that the school/setting mobile technology policy states that my child cannot use a personal device and mobile technology on site. If your child is in year 5 or year 6 they may bring in a mobile phone. This must be switched off and stored in the safe designated area during the day. I have read the rules for mobile phone usage which are in the West Borough Mobile Phone and Social Media Policy and must be followed. I understand that personal devices are only permitted for special events and occasions as notified by the class teacher.
6. I understand that my child needs a safe and appropriate place to access remote learning if West Borough Primary School & Nursery is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location and that they are suitably dressed. I am aware that my child 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.
7. I understand that West Borough Primary School & Nursery will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use the school and nursery devices and systems. I understand that the school and nursery cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
8. I with my child, am aware of the importance of safe, online behaviour and will not deliberately upload or add any images, videos, sounds or text that could upset, threaten the safety of or offend any member of the West Borough Primary School & Nursery community.
9. I understand that the school or nursery will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

10. I will inform West Borough Primary School & Nursery of other relevant organisations if I have concerns over my child's or other members of the school & nursery communities' safety online.
11. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of the school and nursery.
12. I understand and will support West Borough Primary School & Nursery's safeguarding policies and online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
13. I understand that that a partnership approach to online safety is required. I understand that if I or my child do not abide by the West Borough Primary School & Nursery AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed the police being contacted.
14. I know that I can speak to the Designated Safeguarding Lead (Mrs Crittenden, Mrs Edinburgh, Mrs Martin & Mrs Burtwell), my child's teacher or the Head Teacher, Mrs Crittenden if I have any concerns about online-Safety.
15. I will visit the school website:  
<http://www.west-borough.kent.sch.uk/parents-and-carers/esafety> for more information about the school's approach to e-Safety as well as to access useful links to support both myself and my child in keeping safe online at home.
16. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.
17. I together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

**I have read, understood and agree to comply with the West Borough Primary School & Nursery Parent /Carers Acceptable Use of Technology Policy.**

**I have read and discussed the Pupil Acceptable Use Agreement with my child.**

Child's Name.....

Class.....

Parent's Name.....

Parent's Signature.....

Date.....

## KS2 Pupil Acceptable Use Agreement

*I understand that the West Borough Acceptable Use Policy will keep me safe and happy online at home and at school. This policy applies to the use of all school devices including tablets, laptops, cloud computing and learner owned devices.*

### Safe

- I know that I will be able to use the internet at West Borough for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I will only send messages that are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult. I will never arrange to meet someone I have only ever previously met on the Internet.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture or video of myself, my family or my friends without permission from a teacher or other trusted adult.
- If I get unpleasant, rude, or bullying emails or messages, I will not respond and will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.

### Learning

- I will use school tablets, laptops, cloud computing and shared file storage areas safely and as directed by my teacher.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not bring files into school without permission or upload inappropriate material to my workspace.

- I always ask permission from an adult before using the internet. I only use websites and search engines that my teacher has chosen.
- Personal devices are only permitted for special events and occasions as decided by my teacher. I will only bring in my personal device when I have been told I may do so. I will ask my teacher before using my personal device at school.
- If I am in year 5 or year 6 I may bring in a mobile phone. I must switch this off and store it in the safe designated area during the day. I will follow rules for mobile phone usage which are in the West Borough Mobile phone and Social Media Policy.
- If I need to learn online at home, I will follow the remote learning guidelines below:
  - ✓ I will only use the sites recommended by the school and will be supervised by an adult.
  - ✓ I am aware that some websites and social networks have age restrictions and I will respect this.
  - ✓ I will follow the KS2 Acceptable use agreement when accessing remote learning at home.

### **Trust**

- I know that not everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### **Responsible**

- I keep my personal information safe and private online. I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture or video of myself, my family or my friends without permission from a teacher or other trusted adult.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school, or a parent or career at home.

## Understand

- I understand that the West Borough internet filter is there to protect me, and I will not try to bypass it.
- I know that all West Borough devices and filters are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that if I do not follow the West Borough rules then I am not being responsible. I will get a consequence from my class teacher in line with the school behaviour policy. I may no longer be allowed to access the internet at school.
- If I continue to behave irresponsibly then my parents/carers will hear from my teacher or a member of SLT.

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will shut the laptop lid, turn over the tablet or turn off the screen and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see or someone sends me something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.