Acorn Trust

Acceptable Use of IT Agreement

Primary Pupils

Reviewed by:	Jo Buckley
Date reviewed:	30th March 2020
Next Review Date:	Spring 2021
CEO Signature	

Mission Statement

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives.

Safeguarding Statement

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

Version Control

Change Record

Date	Author	Version	Section	Reason for Change
30.03.20	J Buckley	2	Online safety rules	Additional rules added
			Letter to parent	New Addition to policy
			Home use of the Internet	New addition to Policy

Online Safety rules

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers/iPads for school work and homework or activities approved by someone working at the school.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will only log on with my own login details and will never use those of someone else.
- I will never store any passwords using the "remember me" option.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room, unless my parent, guardian or teacher has given my permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
- I will take care of the computer and other equipment.
- I know that if I break the rules, I might not be allowed to use a computer /IPad.

Dear Parent/Carer

The use of ICT including the internet, e-mail, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child to become a responsible user of technology and stay safe at school.

- You are aware of the importance of online-safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to IT for learning by:

- Only allowing children to used age appropriate websites in school, as using sites for older users can increase the risks to them.
- Taking every reasonable precaution by monitoring and filtering our IT systems.
- Teaching your child about online-safety and keeping safe using technology.
- Monitoring your child's use of IT in school and contacting you if we have any safety concerns.

Conduct

- Your child is expected to behave well online as they are expected to during all other school activities.
- Bullying is not tolerated in any form and this includes online 'Cyber-bullying'.
- Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken.
- You are obviously responsible for your child's safety online when at home and we would encourage you to discuss online-safety with your child and monitor their use of computers, online gaming and mobile phones.
- We can only take responsibility for e-safety issues that happen in school, however if you do have any concerns please let us know and we will aim to help where possible.
- If your child does not behave appropriately online, then the school will follow the positive behaviour policy.

Please discuss these online safety rules with your child and return the slip at the bottom of this page to show your support of the school in keeping your child safe. By signing this form you are agreeing that:

- Your child can use school IT systems
- You have read and discussed the rules with your child
- You and your child understand the rules that should be followed when using IT in school.

If you have any concerns please contact the Headteacher.

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Parent/Carer Acceptable Use of IT Agreement Form

Please sign to confirm the following:

☐ I have read and understood the Parent/Care Acceptable Use of IT Policy and have explained the online-safety rules to my child, who agrees to follow them.

I understand that I can withdraw consent at any time by contacting the school.

Parent/Carer signature ……………………… Parent Name…………………………………

Child's Name …………………………………….Class ……………………………………………

Date ……………………

Home Use of the Internet

We hope you will reinforce the online-safety messages when your child uses the internet at home. With the large number of mobile devices it is now very difficult to supervise all access to the internet, however you will want to ensure that you discuss what is appropriate with your child. This means setting appropriate rules for using IT at home. The guidance below could be a starting point.

Content

- Make sure content is appropriately filtered for younger users.
- Check that they are old enough for the sites they are using. If you allow them to use a site they are not old enough for ensure that you have access to what they are doing so that you can monitor it.
- Make sure that family computers are password protected and have anti-virus software which is regularly updated.
- Make sure your child knows that a protection system does not stop all unsafe content and they need to tell you if they access something inappropriate or get an upsetting message.

Contact

- Talk about the need to be polite online and that they should not use bad language or comments which might upset others.
- Discuss the fact that email / messages can be intercepted and forwarded on to anyone (including parents/carers, headteacher or future employer).
- Make sure they know they should not open messages if the subject field is 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.
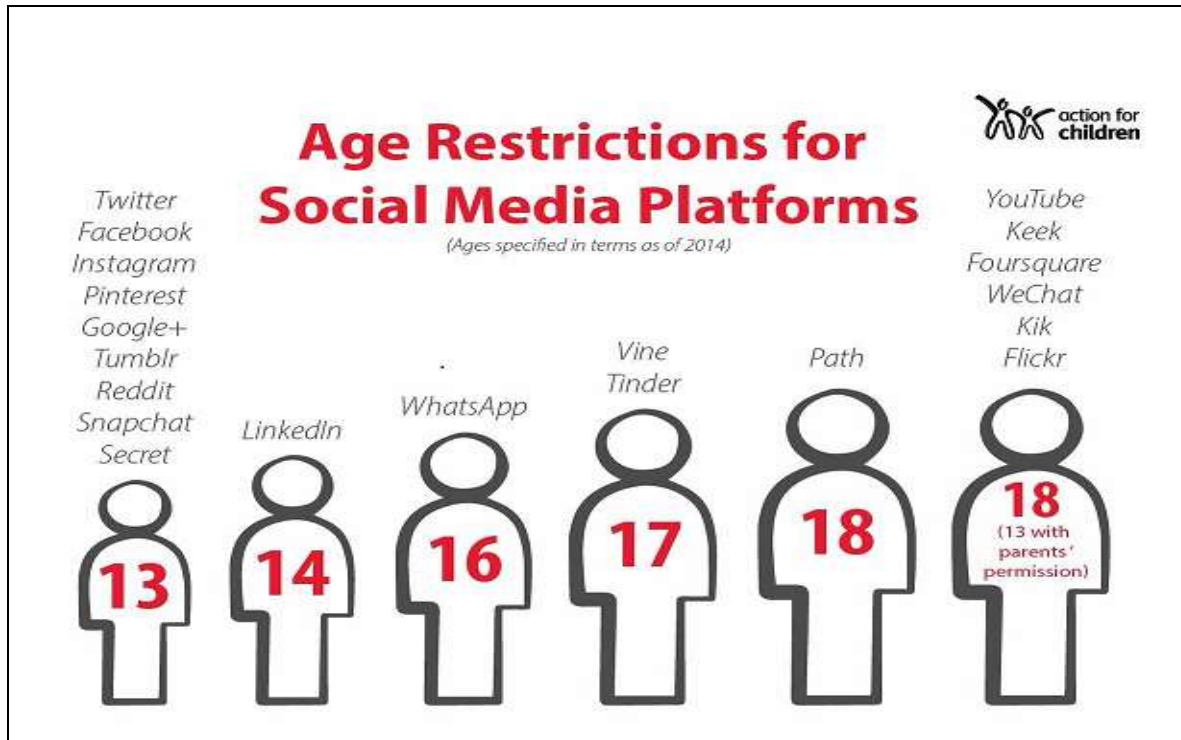
Conduct

- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only post things they would be happy for anyone to read.
- Talk about the information children keep private in order to stop them being contacted including full name, address, telephone number, school, places they go regularly etc. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them.
- Ask your child about the sites that they are visiting.
- Talk about the need to use the safety and privacy features of sites, to only give access to people they know and being careful, who they add as friends.
- Make sure they know that downloading copyrighted games and music without paying for it is illegal.

Problems

- Make sure they know that if they get any problems with using computers or get an offensive or worrying message / email they should not reply but should save it and tell you.

- Please tell the school of any concerns that you have or anything that we could help to address through our teaching and learning.

Reassure you child that if they talk to you about a problem online you will not ban them from going online, as this will discourage them from telling.

Age Restrictions for Social Media Platforms (Ages specified in terms as of 2014)

Useful Links:

NSPCC website – www.net-aware.org

UK Safer Internet Centre – www.saferinternet.org.uk

www.internetmatters.org