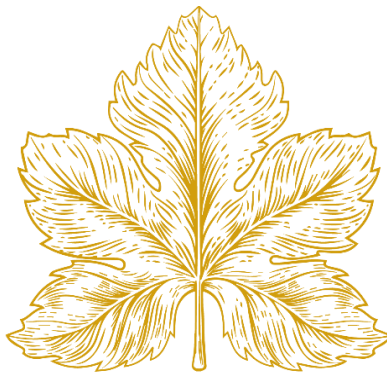


Acceptable use of IT Agreement Primary Pupils



EPWORTH
EDUCATION TRUST

Reviewed by:	A Burkes
Date reviewed:	Spring 2023
Next Review Date:	Spring 2025

Mission Statement

The Epworth 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 Epworth 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
09.02.23	A Burkes	1	Acceptable usage agreement	New version

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the school.

If you have any questions or concerns, please contact the Headteacher.

Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended:

- to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use.
- to help learners understand good online behaviours that they can use in school, but also outside school.
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

When I use devices, I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly.
- I will ask permission from a member of staff before using the internet and will not visit sites I know to only visit internet sites that adults have told me are safe to visit.
- I will keep my username and password safe and secure and not share it with anyone else.
- I will only log on with my own login details and 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 be aware of "stranger danger" when I am online.
- I will not share any personal information, such as my name, phone number or address or send a photograph or video about myself or others when online.
- 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 me permission and I take a trusted adult with me.

- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do activities approved by someone working at the school.
- I will think about how my behaviour online might affect other people:
- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will only delete my own files.
- I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I understand that if I do not follow these rules, the school's Behaviour Policy will be followed.

Signatures:

We have discussed this online safety agreement and my child agrees to follow the rules set out above.

Parent /Carer signature: _____ Date: _____

Child's signature: _____ 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.

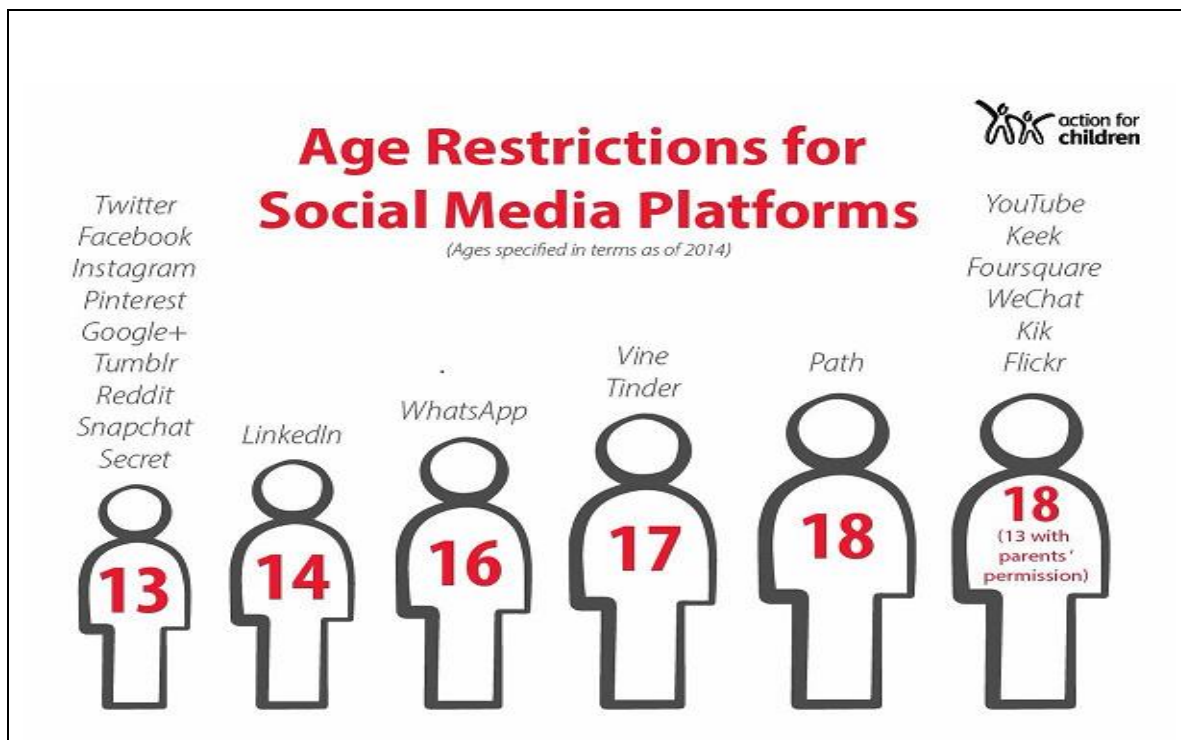
Conduct

- 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 your 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.



Useful Links:

NSPCC website – www.net-aware.org

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

www.internetmatters.org