



## **ICT - Internet, E-mail and Mobile Technologies through the use of Google Chromebooks**

Dear Parent/ Carer,

ICT including the Internet, e-mail and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss these online safety rules with your child, then sign and return. If you would like to have a copy of this agreement, please ask at the school office. You may wish to display a copy near your home computer. If you have any concerns or would like more information please contact Mr S. Hopper (Headteacher).

### **Acceptable Use Agreement (pupils) / Online Safety Rules (reviewed June 2024)**

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log onto my designated Google Chromebook or laptop using my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school Google e-mail address on my Chromebook.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use on Google classroom.
- I will carefully write email and other online messages making sure the language I use is not strong, aggressive or inappropriate and shows respect for others.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information such as my name, phone number or address. I will report immediately to a trusted adult if somebody tries to contact me
- Images of pupils and/ or staff will only be taken, stored and used for school purposes on school devices in line with school policy and not be distributed outside the school network without the permission of the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the Internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.



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- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- I will immediately report any damages or faults involving IT equipment, however this may have happened.

### Acceptable Use Agreement (parents)

- I will contact school and all members of staff within school through the appropriate school communication channels and treat everyone with respect and professionalism. I will not contact any member of staff through a personal email address or phone number
- I will not send any friend requests to any member of school staff on a social networking site as all staff have been requested not to accept any 'friend' offers
- I will ensure I do not use social media to criticise or make inappropriate comments about the school or an individual member of staff as making defamatory comments online has exactly the same legal consequences as if they are made directly to someone else. Similarly threats of violence can lead to criminal proceedings under the Malicious Communications Act. If as a parent/ carer you have any concerns about anything which happens in school then please contact the school directly
- I will ensure that I have signed the photograph permission form which sets out that parent/ carers are able to make video recordings and take still camera shots of school activities for the purpose of using them in their personal family records. Where other children are clearly seen in the photographs and videos, they should not be distributed onto social media platforms without the express permission of all parents of the children involved.
- I will encourage my child to keep their Google password private (but they may tell me).
- I will tell a member of school staff if I think that someone else knows my or my child's Google password.
- I will encourage my child to be a responsible user of the internet and to use appropriate language when he/she adds items or send messages.
- I understand that my child is responsible for everything that they write on and add to Google Classroom. They will only write what they want others to see.
- I understand that school staff can monitor all internet activity.
- I will encourage my child to be responsible when adding items to Google Classroom.
- I will encourage my child to act responsibly by telling school staff if they think that someone else is not using IT in an acceptable manner.
- I will encourage my child to check with me before using any website at home.
- I will ensure my child knows to tell me (at home) or staff (at school) if they see or read inappropriate material on the internet.
- I give consent for my child to use Youtube as an educational resource, when directed by their teacher
- I understand that access to the internet, including Google Classroom, is provided by the school and all users must adhere to the user agreement in order to retain log-in privileges.

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Signed by pupil \_\_\_\_\_

Date \_\_\_\_\_

Signed by parent/carers \_\_\_\_\_

Date \_\_\_\_\_