# **A4 Parent/Carer Acceptable Use Agreement**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This acceptable use policy is intended to ensure:

* that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
* that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school’s work.

### Permission Form

Parent/Carers Name:

Learner Name:

As the parent/carer of the above learners, I give permission for my son/daughter to have access to the digital technologies at school.

**Either: (KS2 and above)**

*I know that my son/daughter has signed an acceptable use agreement and has received, or 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.*

**Or: (KS1)**

*I understand that the school has discussed the acceptable use agreement with my son/daughter and that they have received, or 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.*

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s/daughter’s activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s online safety.

|  |
| --- |
| This form is only available in printed form. |
| Only the Headteacher and Administrator will have access to the form. |
| This form will be stored securely in a locked cabinet. |
| This form will be stored until September 2024. |
| This form will be destroyed by shredding and recycling. |

Signed:

Date:

### Learner Acceptable Use Agreement

On the following pages we have copied, for the information of parents and carers, the learner acceptable use agreement.

# **A3 Learner Acceptable Use Agreement Template – for younger learners (Foundation/KS1)**

#### This is how we stay safe when we use computers:

* I will ask a teacher or suitable adult if I want to use the computers/tablets
* I will only use activities that a teacher or suitable adult has told or allowed me to use
* I will take care of computers/tablets and other equipment
* I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
* I will tell a teacher or suitable adult if I see something that upsets me on the screen
* I know that if I break the rules I might not be allowed to use a computer/tablet

Name of child:

Signed (parent):

# **A2 Learner Acceptable Use Agreement – for KS2**

### 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 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 be aware of “stranger danger” when I am online
* I will not share personal information about myself or others when online
* If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and 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 things that I am allowed to do.

### 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 be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.
* I will not take or share images of anyone without their permission.

### I know that there are other rules that I need to follow:

* I will only use my own personal devices (mobile phones/USB devices etc.) in the school if I have permission If I am allowed, I still have to follow all the other school rules if I use them.
* I will only use social media sites with permission and at the times that are allowed.
* 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 is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
* I should have permission if I use the original work of others in my own work.

### 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, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police

Copyright of these policy templates is held by SWGfL. Schools/colleges and other educational institutions are permitted free use of the policy templates for the purposes of policy review and development. Any person or organisation wishing to use the document for other purposes should seek consent from SWGfL ([onlinesafety@swgfl.org.uk](mailto:onlinesafety@swgfl.org.uk)) and acknowledge its use.

Every effort has been made to ensure that the information included in this document is accurate, as at the date of publication in September 2022. However, SWGfL cannot guarantee its accuracy, nor can it accept liability in respect of the use of the material.

© SWGfL 2022