



Acceptable use of Technology Policy and Pupil/Parent Agreement

Date: September 2021

Review Date: September 2022

Introduction

This policy should be read in conjunction with the other policies of the school; particularly the safeguarding, behaviour, online safety, and staff, volunteer and governor acceptable use of ICT. Anyone using digital technology in our school should be aware of this policy and, where necessary, sign the attached form.

Why is the use of digital technology important?

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Pupils' access to the Internet at school should be safe.

Core principles of online safety

In common with most technologies, digital technologies present risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated internet access. To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles:

1. Guided educational use

Use of digital technologies will be planned, task orientated and educational within a regulated and managed environment. Where the work of others is protected by copyright, pupils must not try to download copies (including music and videos). When using the Internet for research, pupils should check that the information they have found is accurate and reliable.

2. Risk assessment

Both staff and pupils will be aware of the risks associated with digital technologies. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using digital technologies.

3. Responsibility

Online safety depends on staff, volunteers, governors, parents and, where appropriate, pupils themselves taking responsibility for use of the Internet and associated technologies. Pupils must not try to upload, download or access any materials that are illegal, inappropriate or likely to cause harm or distress to others. Pupils must not attempt to install or store programmes of any type on any school device, nor try to change computer settings. The school will seek to balance education for responsible use, regulation and technical solutions to ensure pupils' safety.

4. Regulation

The use of digital technologies, which brings with it the possibility of misuse, will be regulated by all staff, but the Computing Co-ordinator and Online Safety Lead will have overall responsibility. Fair rules, written for pupils to read and understand, will be prominently displayed as a reminder of the expectations regarding use of digital technologies. The school has the right to take action if a pupil is involved in incidents of inappropriate behaviour, which are covered by this policy, even if they take place out of school, but involve their membership of the school community, e.g. cyber-bullying. In the event of any illegal activity taking place, the school will involve the police.

5. Appropriate strategies

Effective, monitored strategies will be in place to ensure responsible and safe use of digital technologies. The school will work in partnership with the Trust, Local Authority, Department for Education, parents/carers and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

Online Safety and the curriculum

Online safety guidance is provided from Reception through to Year 6. It is delivered through assemblies, computing lessons and PSHE (Personal, Social, Health and Economic) education. Please see Online Safety Policy for more information.

Internet access

Parents/carers will be informed that pupils will be provided with supervised access to digital technologies and will be required to sign and return a form acknowledging their understanding of the school's policy on the use of such technology (Appendix A and B). The school will keep a record of all staff, volunteers (including governors) and pupils who have signed an Acceptable Use of Technology Agreement.

In common with other media, such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take reasonable precautions to ensure that users only access appropriate material. However, due to the international and linked nature of internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer/tablet. Neither the school nor the Trust can accept liability for the material accessed or any consequences of internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Internet Service Provider via the Computing Co-ordinator, IT Support or Online Safety Lead.

Staff and pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. This will also include the use of school laptops, whether at home or school or in the case of personal laptops, at school.

Termly reports will run to identify websites which have tried to be accessed but are blocked by the schools filtering system. This will be monitored by the Online Safety Lead.

Staff Access

Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of digital technologies. Staff and volunteers (including governors) will sign an Acceptable Use of Technology Agreement, which will be kept on their personnel file. Any concerns about staff misuse must be referred to the Headteacher. Concerns will be investigated appropriately and suitable sanctions levelled.

Class Dojo

Class Dojo is an online platform used by Burton End Primary Academy to communicate with parents and for pupils to share their home learning. Pupils should only upload appropriate content and any content that is uploaded should be checked by the parent first. Any messages sent should be polite and teachers will reply to the messages during working hours. Teachers will not be expected to reply at weekends or evenings.

Any inappropriate content will be reported to SLT and appropriate action will be taken.

Technology being sent home

To support pupils with their learning at home, laptops or notepads may be sent home at the Headteacher's discretion, on a lease basis. If a pupil does receive a laptop/notebook then parents must complete a separate agreement (please see Appendix C). It is expected that equipment will only be used for home learning and will not be used for pleasure. Only the child who receives the laptop/notebook may use it. Any breakages must be reported immediately to a member of the Senior Leadership Team and equipment must be returned to the school when requested by the Headteacher.

School rules

The school has developed a set of guidelines for device use by pupils. These rules will be made available to pupils and regularly reviewed. These rules must be referred to when accessing the Internet. All members of staff are responsible for explaining the rules and their implications; class teachers will discuss the rules with their class at the start of each new term (as a minimum). All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

Appendix A



Acceptable Use of Technology Pupil/Parent Agreement

Please complete and return this form to the main office.

Rules for staying safe when using computers/tablets:

1. I will ask a teacher or suitable adult if I want to use the computers/tablets.
2. I will only use activities that a teacher or suitable adult has told or allowed me to use.
3. I will take care of the computer/tablet and other equipment.
4. 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.
5. I will only use my own login and password, which I will not share.
6. If I see anything I am unhappy with or receive messages I do not like, I will tell a teacher or suitable adult immediately.
7. I will not look at or delete other people's files without permission.
8. I will not bring into school or use data storage devices, e.g. a USB stick, without permission.
9. If I use email or Class Dojo, the messages I send will be polite and sensible.
10. I will not take or share images of anyone without their permission.
11. When online, I will not give my home address, phone number or arrange to meet someone.
12. I will only use social media sites with permission and at the times that are allowed.

Pupil's agreement:

I have read and understood the rules (above) for responsible use of technology. I will use the computers/tablets and Internet in a responsible way and obey these rules at all times. I understand that if I break these rules I may not be allowed to use the computers/tablets. I know that the school may check my computer files and monitor the Internet sites I visit. I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour.

Name of Pupil _____

Pupil's signature (Key Stage 2 only) _____

Date ___/___/___

Appendix B



Dear Parents/Carers

Using digital technologies at school

As part of our school's curriculum, pupils will be provided with supervised access to digital technologies. This will include accessing the Internet. Our access to the Internet is monitored and only filtered content is available in school.

Children will be introduced to a set of rules and taught how to use digital technologies responsibly. When they are given access to the Internet they will be supervised and directed towards specific curriculum activities and suitable web sites. However, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damage arising from your child's use of our Internet facilities.

The school's website has a helpful Online section under Learning Resources on the Parents tab. This contains information for parents/carers on how to keep their children safe online.

Please sign the enclosed slip to acknowledge you understand our rules for responsible use of technology. If you would like to see the full Online Policy, please do ask for a copy. Alternatively, it can be viewed on the school's website.

Parent's/Carer's acknowledgement:

I have read and understood the school rules (above) for responsible use of technology and will ensure that technology is also used responsibly at home. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. However, I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet and that the school is not liable for any damage arising from the use of technology.

As a parent/carers you agree:

1. To communicate with staff only through the designated year group email or Class Dojo.
2. To only discuss the school in a positive manner on social media. If you have an issue or complaint you would like to discuss, please make an appointment to speak to a member of the senior leadership team.
3. To only record and take photos of events in school where permission has been given.
4. To support us in educating your child/children on Online Safety and taking precautions to ensure this.

Name of parent/carers _____

Relationship to pupil _____

Parent's/Carer's signature _____ Date ___/___/___



Appendix C

Burton End Primary Academy Technology Lease Agreement

Model: _____ TAG _____ ID Number _____

Burton End Primary Academy School acknowledge that some children may not have access to any form of technology and therefore may find home learning difficult. In this situation we are offering the use of a school laptop for the duration of the school closure.

This is offered under the agreement that;

- This is the property of Unity Schools Partnership.
- It is not to be sold or exchanged.
- It will be returned to the school in the same condition in which it was leased.
- Any breakages or damage must be reported immediately to the school and you may be liable for the cost of repair or replacement.
- These are managed laptops, which means; NO apps or programmes can be/or should added, the internet searches are monitored and should only be linked to learning. They can be disabled remotely if they are not being used appropriately.
- The school will ensure it is in good working order before it is taken off of school premises.

Model: _____ TAG _____ ID Number _____

Signed on behalf of Burton End Primary Academy:

Head Teacher:

Date:.....

Child's name:

Year group:

I fully understand the terms of this lease agreement:

Signed on behalf of the Child:

Parent name:.....

Signed(parent) Date.....

Date returned _____