# Bailey's Court Primary School

# Parent/Carer Acceptable Use Policy

| Signed (chair): | Name: Richard Aquilina | Date: 10.7.18 |
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| Signed (Head): | Name: Andrew Lynham | Date: 10.7.18 |
| Ratified by: Governing Body July 2018 | | Next Review: July 2021 |

**Parent / Carer Technology Acceptable Use Policy**

Technologies open up new learning opportunities and can promote creativity, effective learning collaboration and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning.

**This policy relates to use of all technologies including mobile phones, tablets and online services such as learning platforms and online communications.**

This Acceptable Use Policy is intended to ensure:
- You are aware of what the school is doing to help your child/children become responsible users of technology and stay safe at school
- You are aware of the importance of e-safety and are able to support your child/children with keeping safe and behaving well online at home.

The school will aim to ensure your child/children have good, safe access to ICT for learning and, in return, expects your child/children to use the equipment responsibly.

**Content**
- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child/children are safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology as security systems cannot protect against everything. We teach children about the risks of using technology and how to keep themselves safe.
- We only allow children to use age appropriate web sites in school as using sites for older users can increase the risks to them. This includes social networking sites like Facebook, where the terms and conditions require users to be 13. We appreciate that some parents may allow their children to use sites that they are not old enough for at home. If this is the case then you will need to monitor their use and deal with any issues that arise.

**Contact**
- We limit the ability of children to contact each other online in school and use only tools where contact can be limited to others in our school community.

**Conduct**
- Your child/children are expected to behave well online as they are expected to during all other school activities.
- We will share the Acceptable Use Policy which sets out clear expectations of behaviour when working online. We hope you will talk to your child/children about this.
- Bullying is not tolerated in any form and this includes online (cyber-bullying). Any instances of this will be dealt with as detailed in our anti-bullying policy.
- Your child/children will be taught about online safety and how to keep safe when using technology.
- They should only use their own log in for systems and to keep their details private. Your child/children is responsible for anything their log in is used for.
- Your child/children's use of ICT in school will be monitored and we will contact you if we have e-safety concerns.

**Taking Digital Film and Images**
- Children and staff may use digital cameras to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website or occasionally in the public media.
- The school will comply with the General Data Protection Regulation and ask your permission, through this policy, before taking images. We will also ensure that when images are published the young people cannot be identified by the use of their names.
- In line with guidance from the Information Commissioner's Office, parents / carers may take videos and digital images of their children at school events for their own personal use as this is not covered by General Data Protection Regulation. These images must not be published or made available on social networking site in order to protect other children and respect privacy. Parents / carers should also not comment on any activities involving other pupils in the digital / video images.

**Problems**

- 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.
- If your child/children do not behave appropriately online then the school will take steps to deal with this as with any other issue with behaviour.
- You are obviously responsible for your child's/children's safety online when at home and we would hope you will be discussing e-safety with your child/children and monitoring their use of computers and mobile phones.
- If there is an issue occurring outside school that it may be helpful for us to be aware then please let your child/children's teacher know. While we do not have responsibility to resolve all issues we may be able to deal more effectively with any implications happening in school and adapt our teaching programme to ensure that these issues are covered.

We request that you sign the form below to show your support of the school in helping to keep your child/children safe. We would recommend that you discuss the rules with your child/children.

Parent / Carers Name

Student / Pupil Name

## Useful Guidance for Home Internet Use

We hope you will reinforce the e-safety messages when your child/children use the internet at home. Here are some suggested guidelines you may want to consider when using 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 may want to set age appropriate rules for using technology at home. The school rules could be a starting point.

**Content**
- Make sure content is appropriately filtered for younger users.
- Make sure your child/children know 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 e-mails / messages can be intercepted and forwarded on to anyone (including parents, head teacher 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.
- Ensure that any online games they are using are of an appropriate age rating and make sure they are aware that they could be contacted through games and not to give out personal information.

**Conduct**
- Talk to your child/children 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.
- 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.
- Ensure that your child/children knows not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them.
- Discuss user names and talk about how to choose them carefully to protect their identity.
- Talk about the information children should keep private in order to stop them being contacted including full name, direct e-mail, address, telephone number, school and places they go regularly. 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/children about the sites they are visiting.
- Talk about using the safety and privacy features of sites to only give access to people they know and to be careful who they add as friends.
- Make sure they know that downloading copyrighted games and music without paying for it is illegal.
- Remind them they should not respond to offers they have not requested as these could be scams, result in costs or be trying to find out their personal information.
- Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

**Problems**
- Make sure they know that if they get any problems with using computers or get an offensive or worrying message / e-mail they should not reply but should save it and tell you.
- Please tell the school of any concerns that you have or anything that they could help to address through teaching.

**Reassure your child/children 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 you.**