



**Lightwoods School**

# **Policy Library**

**TITLE:**

## **Acceptable Use Agreement Pupils & Parents**

L001

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## Acceptable Use Agreement (Parents and Pupils)

Lightwoods Primary School recognises the importance of ICT in education and the needs of pupils to access computing facilities at home and within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this Lightwoods Primary School requires all pupils and parents to sign a copy of the Acceptable Usage Policy **before** they use the School's ICT facilities.

Listed below are the terms of this agreement. All pupils at Lightwoods Primary School are expected to use the ICT facilities in accordance with these terms.

Please sign and date it in order to indicate your acceptance of the Policy on your child's behalf and ask your child to sign it also. Access to the School's ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

### 1. Equipment

#### 1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

#### 1.2 Printers

A networked printer is provided for use by pupils. It is important that children learn to press the print key or send a document only once and be patient and only when instructed to do so by a member of staff.

### 2. Internet and Email

#### 2.1 Content Filtering and use of the Internet

Lightwoods Primary School provides internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by Sandwell Broadband through TRUSTnet which seeks to provide internet use that is safe and for educational purposes only.

The school has installed computers and Internet access to help pupils' learning. These rules will keep everyone safe and help us be fair to others.

#### *Pupils:*

- I will only access the system with my own login and password, which will be kept secret.
- Will not access other people's files.
- Will only use the computers for school work and home Learning.
- Will not download and use material or copy and paste content which is copyright. (Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.)
- Will not bring in memory sticks or disks from outside school unless they have been given permission.
- Will ask permission from a member of staff before using the Internet.
- Will only e-mail people if my teacher has approved.
- Will only send polite and responsible messages.
- Will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- Will report any unpleasant material or messages sent to them and understand that their report would be confidential and would help protect other pupils and themselves.
- Understand that the school may check their computer files and may monitor the Internet sites they visit.

- I will only use headphones with permission from teachers

## 2.3 Email

As part of your child's work in Information Technology and other subjects.

On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However, there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

## 3. External Services

### 3.1 Twitter

The school has a several Twitter accounts allowing families to access specific class information and photographs of their learning. Use of this service should only be in accordance with instructions from the class teacher and in accordance with the following guidelines:

- The accounts are provided for use of Lightwoods Primary School staff, parents and pupils only. Access by any other party is strictly prohibited.
- Material on the accounts and in particular photographs of children **MUST NOT** be copied for personal use or use elsewhere another document. The content of the accounts are the property of Lightwoods Primary School.

## 4.0 Privacy and Data Protection

### 4.1 Passwords

Children and families will be given simple and an easy to remember password which they will learn to use and keep solely for their own personal use.

## 5.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

## 6.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your own risk. Lightwoods Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

*See also Lightwoods Primary School Policy – 'E-safety and acceptable use policy'*

## Appendix A: Required Signatures

### **PARENTS / CARERS**

**I have read this Acceptable Use Policy and I have discussed this with my child.**

I agree for my child \_\_\_\_\_ Class \_\_\_\_\_ to use computer technology in school, including the Internet and email in accordance with the school guidelines and acceptable use policy.

Signed: \_\_\_\_\_ **Parent/Carer**

Signed: \_\_\_\_\_ **Pupil**

Date: \_\_\_\_\_

Please return the complete signed Acceptable Use Policy to Lightwoods Primary School.