**Pupil Acceptable Use of Technology Policy Agreements (including Remote Learning if needed)**

**Early Years and Key Stage 1 (0-6)**

**The Agreement**

This Agreement is intended to help our younger pupils understand:

* How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

**This is how we stay safe when we use computers at school and at home:**

* I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
* I will only use activities that an adult has told or allowed me to use;
* I will keep information about me safe;
* I will not share my password;
* I will be kind to others online when I am sending messages;
* I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong;
* I will tell an adult if I see something that upsets me on the screen or if I am worried;
* I know that if I break these rules I might not be allowed to use the computers / devices;

**When I am learning from home:**

* I will ask an adult if I want to use a computer or device;
* If I am in a ‘live lesson’ with my teacher an adult will be close by me;
* I will make sure that I use my computer or device in a sensible place (not in my bedroom);
* I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
* I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong;
* I will tell a teacher or adult if I see something that upsets me on the screen;

Child’s Name……………………………….

Class………………………… Date…………………….

Parent’s Name……………………………………………....................................

Parent’s Signature………………………………………………………………... Date…………….

**Key Stage 2 (7-11)**

**The Agreement**

This Acceptable Use Policy Agreement is intended to ensure:

* that pupils at the school will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.

**For my own personal safety:**

* I know that I will be able to use the internet in school for many different activities and to keep myself and others safe I must use it responsibly.
* I will not share my password with anyone, and I will log off when I have finished using the computer or device.
* I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, my school name.
* I will not send a picture of myself without permission from a teacher or other adult.
* I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
* I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

**I understand that everyone has equal rights to use technology as a resource and:**

* I know that posting anonymous messages or pretending to be someone else is not allowed.
* I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
* I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
* I know that I am not allowed on personal email, social networking sites or instant messaging in school
* I know that all school devices/computers and systems are monitored, including when I am using them at home.

**I will act as I expect others to act toward me and:**

* I will be polite and sensible when I message people online
* I will not be rude or hurt someone’s feelings online.
* I will not look for bad language, inappropriate images or violent or unsuitable games, and if I accidently come across any of these I will report it to a teacher or adult in school, or a parent/carer at home.
* If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them, I will show them to the adult.

**When working from home (remote learning):**

These expectations are in place to help keep me safe when I am learning at home using- Microsoft Teams

* When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
* I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
* I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;
* I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
* I will not share or distribute any of the teacher presentations and online teaching resources;
* I will not change or edit of any of the teaching resources made available except for their own personal use;
* I will not take, use, share, publish or distribute images of others without their permission;
* I will not share any access links to these remote learning sessions with others;
* I understand that I must behave online as I would in a classroom;
* I will only use the chat feature for work related discussions;
* I have read and talked about these rules with my parents/carers;
* I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.
* I have read and talked about these rules with my parents/carers.

Child’s Name………………………………. Child’s Signature ………………………

Class………………………… Date…………………….

Parent’s Name……………………………………………....................................

Parent’s Signature………………………………………………………………... Date…………….

Dear Parents and Guardians,

As part of their learning and development, your child will have the opportunity to access a wide range of digital technologies, including computers, games and i-pads at school.  We recognise the value of using these digital technologies and the potential risks involved. We therefore have rigorous online safety policies and procedures in place which are available on our website.

During a time of Remote Home Learning your child will also have the opportunity to access digital technology at home, as they do at school.  We recognise the value of using these digital technologies, but also the potential risks involved.

In order to support us further in developing your child’s knowledge and understanding about online safety, please read the agreement below and discuss this with your child. We then ask that you sign and return the slip below. We understand that your child is too young to give informed consent on his / her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful partnership.

Hopefully, you will also find these rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies, both within and beyond the early years setting environment, such as at home or at a friend’s home.

Signed by DSL/Head etc

**Acceptable Use of Technology Template Statements and Forms for Parents/Carers**

I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement Policy (AUP) for Polegate School and understand that this AUP will help keep my child safe online;

* I understand that the AUP applies to my child’s use of Polegate School devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
* I am aware that the use of Polegate school devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation
* I understand that my child needs a safe and appropriate place to access remote learning if Polegate School is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child’s access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed
* I give permission for my child/ren to access - Microsoft Teams
* I give permission for my child to participate in live lessons with their form teacher and subject teachers;
* I understand that I will be asked for permission by the subject teacher (via email) if my child needs a 1:1 live lesson (e.g. for Learning Support, EAL etc.);
* I understand that any 1:1 live lessons will be recorded and saved on the Polegate School server and kept in accordance with data protection;
* I give permission for my child to submit work and upload work related videos to their teacher;
* I understand that Polegate School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use Polegate School devices and systems. I understand that the Polegate School cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies
* I give permission for my child’s work to be used on Polegate School Social Media Account;
* I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of Polegate School community.
* I understand that Polegate School will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child’s safety.
* I will inform Polegate School or other relevant organisations if I have concerns over my child’s or other members of the school communities’ safety online.
* I understand that if my child fails to comply with this Acceptable Use Policy Agreement, they may be subject to disciplinary action in line with the school’s behaviour policy.  This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
* I know that my child 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 will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
* I understand that I must have returned this Consent for Remote Learning Form before my child can take part in any Remote Learning.

Child’s Name………………………………. Class…………………………

Parents Name……………………………………………....................................

Parents Signature………………………………………………………………... Date…………….

**Staff Remote Learning AUP**

This Remote Learning Acceptable Use Agreement Policy is intended to ensure: