



Winnersh Primary School

Greenwood Grove, Winnersh, Berkshire RG41 5LH

Headteacher: Mrs Helen Powell

Wednesday, 18th May 2016

Dear Parents / Guardians

E-safety Acceptable Use Agreements

As part of our on-going safeguarding responsibilities, we are obliged to ensure that all staff, parents and pupils are aware of the guidelines, rules and requirements for using IT within school safely and responsibly.

As such, please find enclosed two agreements relating to the above which require signing and returning to the school. Copies of these documents will be retained in school:

- Parent/Guardian Acceptable Use Agreement
- Pupil Acceptable Use Agreement

Please can you talk about these expectations with your children, reading the expectations carefully together, before signing them and returning them to school. For children in KS1, it is acceptable for parents to sign on the children's behalf.

E-safety is an important part of our computing curriculum and is taught termly to the children.

If you have any concerns or queries please do not hesitate to contact me.

If these forms could be returned by **Friday 27th May** that would be appreciated.

Yours sincerely

Miss S Majer
ICT & E-Safety Co-Ordinator

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Student/Pupil Acceptable Use Agreement

For some pupils, parents may sign on their behalf (particularly in KS1)

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, e-mail and other digital communications.
- I will not tell anyone my username or password nor will I try to use any other person's username and password.
- I will be aware of 'stranger danger', when I am communicating online.
- I will not give out any personal information (e.g. home address and telephone number) about myself or anyone else when online.
- I will not arrange to meet people offline that I have communicated with online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

Respecting everyone's rights to use technology as a resource:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

Acting as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

Keeping secure and safe when using technology in school:

- I will only use approved e-mail or message accounts on the school system (DB Primary)
- I will only use my personal handheld/external devices (e.g. mobile phones, USB devices, etc.) in school if I have permission and I understand that if I do use my own devices in school I must follow the rules as if I was using school equipment.
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software.
- I will not open any attachments to e-mails, unless given permission to do so and I know and trust the person/organisation that sent the e-mail.
- I will ask for permission before sending an e-mail to an external person/organisation
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will immediately tell a staff member if I receive an offensive e-mail or message.





Using the internet for research or recreation:

- When I am using the internet to find information, I should take care to check that the information that I access is accurate.
- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

Taking responsibility for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (e.g. cyberbullying, inappropriate use of images and/or personal information).
- I understand that if I break these rules I will be subject to disciplinary action as outlined in the school's Behaviour Policy. This may also include loss of access to the school network/internet.

I have read and understood the above and agree to follow the rules outlined.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |





Parent/Guardian Acceptable Use Agreement

The school seeks to ensure that pupils have good access to ICT to enhance their learning and, in return, expects pupils to agree to be responsible users. A copy of the Pupil 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.

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Acceptance of Use Form

| | |
|------------------------------|--|
| Parent/Carer's Name: | |
| <i>Student/Pupil's Name:</i> | |

As the parent/carer of the above pupil, I understand that my son/daughter will have access to the internet and to ICT systems at school.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – 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 ICT 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 ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

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 e-safety.

| | |
|------------|--|
| Signature: | |
| Date: | |

