

Southover CE Primary School

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Headteacher: *Noel Fadden*



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, tablets and iPads at school. We recognise the value of using these digital technologies and the potential risks involved and therefore have rigorous online safety policies and procedures in place which are available to read on our website.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the agreements and discuss this with your child. We then ask that you sign and return the slip below. We understand that a child in R/1/2 is too young to give informed consent on their 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. We will talk about these rules in class each year to help support their online safety.

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.

Yours sincerely

Noel Fadden

Head Teacher

Agreement for using school computers - Y3-Y6

Children can only use computers/tablets in school if this agreement has been made.

This Acceptable Use Policy Agreement is intended to ensure:

- that pupils at Southover will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- I understand that the Southover's Acceptable Use Policy will help keep me safe and happy online at home and at Southover.

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 Southover 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.
- 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/hard drives 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 Southover.
- I know that all Southover devices/computers and systems are filtered and monitored, including when I am using them at home.

I will act as I expect others to act towards 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 purposely exclude others from online activities.
- I will not look for bad language, inappropriate images or violent or unsuitable games or content, and if I accidentally come across any of these, I will report it to a teacher or adult in Southover, 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 so that they can help me.

Please tick the 'Agreement for using school computers - Y3-Y6' box if you have talked this through with your child and you are both in agreement with it. Thank you

Children can only use computers/tablets in school if this agreement has been made.

When working from home (remote learning) (when needed)

Online Learning Agreement

These expectations are in place to help keep me safe when I am learning at home if using Microsoft Teams, Google Meet etc.

- 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 or anyone else involved in a live lesson.
- I will not share or distribute any of the teacher presentations and online teaching resources.
- I will not change or edit any of the teaching resources made available except for my 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 Southover or take part in online learning through Southover School.

Please tick the box on screen if you have talked this through with you child are you are both in agreement with it. Thank you