# Home-School ICT and Internet Agreement

The increasing use of technology in all aspects of society makes confident, creative and productive use of ICT an essential skill for life. ICT capability encompasses not only the mastery of technical skills and techniques, but also the understanding to apply these skills purposefully, safely and responsibly in learning, everyday life and employment. ICT capability is fundamental to participation and engagement in modern society.

ICT can be used to find, develop, analyse and present information, as well as to model situations and solve problems. ICT enables rapid access to ideas and experiences from a wide range of people, communities and cultures, and allows pupils to collaborate and exchange information on a wide scale. ICT acts as a powerful force for change in society and citizens should have an understanding of the social, ethical, legal and economic implications of its use, including how to use ICT safely and responsibly. Increased capability in the use of ICT supports initiative and independent learning, as pupils are able to make informed judgments about when and where to use ICT to enhance their learning and the quality of their work.

Information and Communications Technology covers a wide range of resources. Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed.  All users need to be aware of the range of risks associated with the use of these Internet technologies.

At **Priory Academy** we understand the responsibility to educate our pupils on e-Safety issues.  We teach them the appropriate behaviours and critical thinking skills to enable them to remain safe and legal when using the internet and related technologies, both in school and in the wider world outside. We also expect them to behave responsibly themselves.

We believe that this responsibility must be one that is shared with parents/guardians as most of our children have considerable access to ICT and the Internet at home, or at friends' homes. Children must develop their skills and understanding of technology as well as learn to deal with any situations they come across sensibly, just as they have to do in everyday life.

As children get older they may not always be supervised at home and must learn to take responsibility for their own actions and decisions themselves.

**At Priory Academy ….**

1. We provide each pupil with the opportunity to develop his/her ICT capability and learn about e-safety

   - *Every class has a weekly ICT lesson in which they learn to use a variety of business and curriculum software and develop their ICT capability. All pupils have access to the computer room at lunchtime to do homework and extension work, as well as follow their own interests. E-safety is an integral part of the ICT curriculum. All pupils have individual access to the school's learning platform and e-mail.*

2. We do our best to safeguard the children under our care.

   - *We have developed e-safety guidance and have Acceptable Use Policies for both pupils and staff. We teach e-safety rules and educate all to minimise the risks but recognise that no system is perfect and that all users must take responsibility for keeping to the rules. We require pupils to be supervised when using the Internet. We have network procedures to monitor use of the computers and the Internet and reserve the right to check users' computer files and emails. We rely on the Local Authority to filter the Internet and e-mails and we protect our computers against viruses.*

3. We celebrate pupils' achievements and activities by using images responsibly.

   - *On entry to the school, all parents/guardians are asked to give permission to use their child's work or photos of them in school or during school events in the following ways: on the school web site or learning platform; in the school prospectus and other publications printed for promotional purposes; recorded/ transmitted on a video or webcam; in display material used in the school's communal areas and classrooms or in external areas for promotional purposes and  local/ national media or press releases.*

   - *Information Commissioner's Office (ICO) guidelines are followed and if images are used no names are given[1] unless individual consent has been obtained from parents prior to publication.*

   - *Parents may withdraw their consent in writing. Should any parents do so a list would be kept in the office for staff to refer to.*

   [1]  *With the exception of images displayed within the school, e.g. on Achievement Boards*

# Home-School ICT and Internet Agreement

As a parent/carer/guardian we ask you to support the school by discussing with your child:-

- the **Home-School ICT and Internet Agreement** and the **Acceptable Use of ICT – Code of Conduct for Pupils** which can be found on the school website.

- the importance of behaving responsibly in his/her own use of technology, avoiding abuse and cyber-bullying.

- e-safety issues and websites such as www.childnet-int.org (a charity promoting e-safety for children, parents/carers and schools) and www.thinkuknow.co.uk (CEOP – Child Exploitation and On-line Protection, a Government backed site giving e-safety education and the means to report on-line abuse to the police)

Please help your child to understand that he/she is responsible for his/her actions and must follow the rules designed to keep him/her safe. Breaking these rules will result in a temporary or permanent ban on using school computers. In very serious cases the Schools Police Liaison Officer may become involved.

## Acceptance of the Home-School ICT and Internet Agreement

- I have read the **Home-School ICT and Internet Agreement** and the **Acceptable Use of ICT – Code of Conduct for Pupils** on the school website.

- I have discussed both with my child and am satisfied he/she understands them.

- I agree with the rules and expectations of my child's behaviour.

- I understand that pupils will be held accountable for their own actions and that sanctions will be applied if the rules are broken.

- I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media and have discussed good online behaviour with him/her.

- I understand that some material on the Internet may be objectionable but have discussed e-safety with my child and have encouraged him/her to visit the recommended e-safety websites.

- As the parent or legal guardian of …………………………………………….. I grant permission for my child to use computers and other digital technologies inc. webcams, cameras etc and communications including e-mail, the Internet and the school's learning platform.

- I agree to the school using photographs of my child in accordance with the ICO guidelines.

**My child's full name (in capitals):** …………………………...........................

**Parent's name (in capitals):** …………………………………………………….

**Parent's signature:** …………………………………….. **Date:** …………..

*Please sign and return this sheet to the school office*

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# Acceptable Use of ICT – Code of Conduct for Pupils

- ✓ I will be responsible for my behaviour when using ICT and obey the rules because I know that they are there to keep me safe.
- ✓ I will always handle the equipment with care and respect to avoid damage
- ✓ I will not attempt to change the computer settings.
- ✓ I will only use ICT in school for school work or homework.
- ✓ I will not tell anyone my user passwords or try to use theirs, even friends.
- ✓ I will only open/delete my own files and will not access other people's files.
- ✓ I will ensure a teacher is present in the room before using a computer and the Internet and always ask if I may use it before starting and get permission to print.
- ✓ I will print my homework/enrichments at home. In certain circumstances, any work requiring printing at school will be emailed through my learning platform account.
- ✓ I will not bring personal equipment to school, including USB media/data sticks, personal computers, laptops, ipads, cameras or use mobile technology during school hours unless directed otherwise by a member of the school staff.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not look for, save or send anything that could be inappropriate, unpleasant, unlawful, nasty or abusive.
- ✓ I will not use foul language or misuse images to cause harm or upset to others, pupils or staff, in any email, communications on the learning platform, the Internet or other forms of digital communications.
- ✓ I will report any material that I accidentally come across that is inappropriate to an adult. This applies to any material of a violent, dangerous, racist or inappropriate sexual nature.
- ✓ I will always report to a teacher any unpleasant messages or emails I am sent.
- ✓ I will not try to bypass the school Internet filters to gain access to sites that are not considered appropriate in school.
- ✓ I will respect copyright laws and will not try to download applications, software, music and images without asking for permission from Mrs Smith and the ICT technicians.
- ✓ I will not access games sites other than those my teacher has directed me to for educational purposes or under the direction of the ICT technicians at lunchtime.
- ✓ I will not give out my own details such as my name, photograph, phone number or home address, nor publish details about my friends or other people I know.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher and parents/guardians and a responsible adult comes with me.
- ✓ I will not use chatrooms, social networking sites or instant message type applications in school.
- ✓ I will only use my school email address for educational purposes and will not set-up web-based email accounts at school without permission.
- ✓ I will not open email attachments without permission from my teacher.

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**Pupil's full name (capitals) …………………………………………………….**

- ✓ I have discussed the Home-School ICT and Internet Agreement with my parent/carer.
- ✓ I agree to obey the rules in the Acceptable Use of ICT – Code of Conduct for Pupils.
- ✓ I understand that I may be banned from using computers if I do not keep to the rules.
- ✓ I know that my use of ICT can be checked and my parent/ carer contacted if there are concerns about my e-Safety or the way I am using ICT myself

**Pupil's signature …………………………………………**          **Date: ……………………..**

*Please sign and return this sheet to the school office*

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