

Digital Technology Acceptable Use Guidelines



The internet, e-mail, mobile technology and social networks are a daily reality of modern life and can add great value to what children learn at school. With the benefits, however, come risks and also responsibilities.

Our '**Digital Technology Acceptable Use Guidelines**' set out our expectations for how all digital technologies are used in school. This includes e-mail, internet, software, equipment and systems. The guidelines are referred to regularly with the children and must be agreed to by both parents and children before children can access our technology or the school network. Please read and talk about the guidelines with your child and then sign and return the slip to confirm that you agree to follow them. If you have any concerns or would like some clarification, please contact your phase leader.



Acceptable Use Agreement

We have read and talked about the **Digital Technology Acceptable Use Guidelines for Key Stage 2**

We consent to the my child using digital technologies (including email, internet, intranet, network resources), while at school.

We agree to follow the guidelines to ensure the safe use of technology and the internet at Grendon Primary School.

Grendon Primary School: Key Stage 2 Digital Technology Acceptable Use Guidelines

Children

- I will look after the ICT equipment in school
- I will not bring my own personal devices into school
- I will keep my password secret
- I will not access someone else's account or look at other people's files or documents
- I will not install software onto the school network
- I will only use school technology for learning
- I will respect any age restrictions on websites
- I will use a school e-mail address when sending or receiving e-mails at school
- I will never give out my personal details (name, address, phone number) online unless my parent or teacher tells me it is ok
- I will not open icons or links until I know they are safe
- When I communicate online I will be polite and responsible and I will not send any content (images, sound, video or text) that could upset or offend someone else
- If I receive anything that is not polite or is unpleasant I will tell an adult immediately
- If anything I see online makes me uncomfortable, I will tell an adult
- I know that school will monitor what I have looked at on the internet
- If I am working remotely at home I agree to follow the school's code of conduct



Parents

- Parental consent is required before my child can use digital technologies and access the internet at school
- I will support the school guidelines for the acceptable use of digital technologies
- I recognise that while school takes every reasonable precaution to keep children safe and to prevent them from accessing inappropriate materials they cannot be held responsible for the nature and content of materials accessed through the Internet
- I recognise that school is able to track and monitor my child's computer files and internet history and that I will be contacted if there are any concerns about e-safety
- I will contact school if I have any concerns over my child's e-safety
- I will ensure that the school's code of conduct is followed when my child is working remotely at home
- I may take photos or videos at school events, unless I am asked not to, but will never share any image of any children other than my own through any media.

Child's Name and Class

Child's signature

Parent / Carer signature