



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Parent / Carer Acceptable Use of IT Policy – September 2021

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	September 2021
Position	Headteacher	Date ratified	October 2021
Document status	Reviewed	Next review date	Autumn 2024
EIA approved by	S&W	Reviewing committee	Staffing and Welfare

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation.

Rationale

Technologies open up new learning opportunities and can promote creativity, effective learning collaboration and communication. They can contribute to more effective communications between parents / carers and the school in order to support young people with their learning.

This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school.
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

Appendix A contains some helpful information for parents to keep their child safe online at home.

Content

- We only allow children to use age appropriate web sites in schools as using sites for older users can increase the risks to them. If you allow them to use sites that they are not old enough for, at home, we hope that you will be monitoring their use and will deal with any issues that arise.
- Children are at risk of manipulation, grooming and propaganda (radicalisation) online and we encourage parents to take an active interest in their children's 'digital lives', in particular their use of social media and online gaming. Most social media sites have a 13+ or 16+ age restriction and we encourage parents to check terms and conditions and game PEGI ratings.
- The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology, as security systems cannot protect against everything.

Contact

- Children and members of staff may use digital devices to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, twitter, on the school website or occasionally in the public media.
- The school will comply with the Data Protection Act and ask your permission, through this policy, before taking images. We will also ensure that when images are published, the young people cannot be identified by the use of their surnames, (e.g. by publishing names alongside).
- If you take images at school events which include children, other than your own, you will need to follow these guidelines and ensure that these images are for personal use only and are not posted on any social media or websites. Your child should also only take and use images with permission.
- School policy requires that staff do not make contact with parents or children through personal social networking sites or personal e-mail addresses but only through agreed school systems, unless they are also a parent of a child in the school and /or were previously a personal friend outside school. This being the case we hope you will respect this by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.

Conduct

- Your child is expected to behave well online, as they are expected to during all other school activities.
- Bullying is not tolerated in any form and this includes online 'Cyber-bullying' and we recommend that parents discuss this with their children. The school will respond to on-line bullying in the same way as any other form of bullying.
- Your child will be asked to sign the attached Acceptable Use Agreement which sets out clear expectations of behaviour when working online. We expect you to talk to your child about this.
- Your child will be taught about e-safety and keeping safe using technology.
- They should only use their own/ class login for systems and must keep their details private. Your child is responsible for anything their login is used for.
- Your child's use of ICT in school will be monitored and we will contact you if we have e-safety concerns. A time limited computer ban may be imposed if your child has not behaved appropriately on line. Parents will be informed and these incidents will be logged and monitored by SLT members, Governors and the ICT leader.

Problems

- We can only take responsibility for e-safety issues that happen in school, or at home when children are using sites recommended by the school.
- You are obviously responsible for your child's safety online when at home and we would hope you will be discussing e-safety with your child and monitoring their use of computers and mobile devices.
- Any issues you are made aware of with use of technology in school should be reported immediately to your child's teacher so that appropriate steps can be taken.
- If your child does not behave appropriately online then the school will take steps to deal with this as with any other issue with behaviour.

Permission Form

We request that you sign the permission form below to show your support of the school in helping to keep your child safe. By signing this form you are agreeing that:

- Your child can use school ICT systems for learning.
 - You have read and discussed the rules with your child.
 - You understand the rules that your child should be following when using ICT in school and this also applies to their use of their mobile devices.
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Parent / Carer Acceptable Use of IT Policy – Agreement Form

I have read and understand the Parent/ Carer Acceptable Use of IT Policy and have explained the key points to my child.

Parent / Carers Name

Date

Pupil Name

Appendix A - Further advice for parents about safe home internet use

We hope you will reinforce the e-safety messages when your child uses the internet at home. Some ways that you could do this are listed here to support those of you who may not be aware of all the issues. You will want to make sure that your child has appropriate supervision for their age.

With the large number of mobile devices it is now very difficult to supervise all access to the internet, however you will want to ensure that devices at home are password protected and that security settings are turned on. You will also want to discuss what is appropriate. This means setting appropriate rules for using ICT at home. The school rules could be a starting point.

Content

- Make sure content is appropriately filtered for younger users.
- Make sure your child knows that a protection system does not stop all unsafe content and they need to tell you if they access something inappropriate or get an upsetting message.
- Make sure your child knows that online content may contain propaganda, bias or inaccurate information which could be used for grooming, child sexual exploitation or radicalisation.

Contact

- Talk about the need to be polite online and that they should not use bad language or comments which might upset others.
- Discuss the fact that online communication/ images can be intercepted and forwarded on to anyone (including parents, head teacher or future employer!).
- Make sure they know they should not open messages if the subject field is offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.

Conduct

- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only post things they would be happy for anyone to see.
- Agree 'family internet rules' which children abide by when at friends' houses (where restrictions are lax).
- Check that they are old enough for the sites they are using. If you allow them to use a site they are not old enough for ensure that you have access to what they are doing so that you can monitor it.
- Make sure that family devices are password protected and have anti-virus software which is regularly updated.
- Ensure that your child knows not to leave computers logged on with their user name or devices logged on to sites with personal details entered as others could use them. Discuss user names and talk about how to choose them carefully to protect their identity.
- Talk about the information children should keep private in order to stop them being contacted including full name, address, telephone number, school, places they go regularly, etc. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them.
- Ask your child about the sites they are visiting.
- Talk about the need to use the safety and privacy features of sites to only give access to people they know and being careful who they add as friends.
- Make sure they know that downloading copyrighted games and music without paying for it is illegal
- Know that it is a crime to share material which incites hatred on the grounds of gender, race, religion, sexual orientation etc.
- Discuss how to recognise commercial uses of the internet e.g. iTunes, mobile phone downloads, etc.
- Remind them they should not respond to offers they have not requested as these may be trying to find out their personal information, could be scams and result in costs. Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity, bank details or cards to buy things online.

Problems

- Make sure they know that if they get any problems with using computers or get an offensive or worrying message / e-mail they should not reply but should save it and tell you.
- Please tell the school of any concerns that you have or anything that the school could help to address through teaching.