



LOUGHTON SCHOOL

ANNEX 1 ACCEPTABLE USE AGREEMENTS

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1. Rationale

This document collates to form an Acceptable Use agreement incorporating E-Safety, Social Media and Data Protection Policies. The agreements are to safeguard children and staff of Loughton School and to give clarity to acceptable and appropriate conduct from all parties involved.

Once signed, the agreement will last for the duration of the time at Loughton School, unless legislation requires the document to be amended and reissued.



Parental Acceptable Use Agreement Form

As the parent or main carer, with full parental responsibility for the pupil(s) named below, I grant permission for the school to give my child access to:

- ✓ **The Internet, ICT facilities and equipment at school**
- ✓ **The school's chosen email system**
- ✓ **Age-appropriate social media applications for education purposes, approved by the Headteacher.**

- I have read and agree with the policies relating to online safety and Acceptable Use of IT and Social Networking
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials
- Loughton School will ensure that I have information on safe internet use and that I am made aware of any significant risks or current issues that have been identified
- I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns
- I will support the school by ensuring that my child does not access age inappropriate websites and social media
- I will monitor, keep control and take full parental responsibility for my child's use of the internet and communication technology, including mobile phones, tablets, games consoles and laptops (this list is not exclusive)
- I understand that my child should not bring in or use at school any memory sticks, flash drives or memory cards on school systems
- I understand that my child should not be able to bring in and use any device that can be used to take photographs, such as Kindle Fire, Apple Watch etc.
- I will inform the school if my child is being bullied or bullying others online
- I understand that any photographs and videos that I as a parent take of my child during school productions will be taken sensitively, exclude other children, and will not appear on social media
- In the event of my child having to work from home, I will ensure that my child is supervised when online. I will ensure that any websites they access are appropriate to their age and understanding

- I will ensure that they engage with online learning and submit any work required

Please complete the following form below. We have to have permission to use your child's photo in school. There is also the option to opt out if you do not want your child's photo to be used

- I give permission for the school to use photographs of my child or include them in video material to support learning activities, within school e.g.**
 - *Displays in classrooms, corridors or shared areas*
 - *On celebration boards*
 - *School pegs*
 - *Photos of learning in books*
 - *Recording class presentations*
- I give permission for the school to publish photographs or video material of my child, for journalistic purposes e.g.**
 - *Photos of celebrations in school (website/Facebook)*
 - *Photos of achievements such as cross country / activity days (website/Facebook)*
 - *Groups shots of activities / children working (website/Facebook)*
 - *Rolling number videos (Teaching and Learning – website/Facebook)*
 - *Photographs in our school prospectus*
- I do not give permission for the school to use photographs of my child or include them in video material to support learning activities, within school e.g.**
 - *Displays in classrooms, corridors or shared areas*
 - *On celebration boards*
 - *School pegs*
 - *Photos of learning in books*
 - *Recording class presentations*
- I do not give permission for the school to publish photographs or video material of my child, for journalistic purposes e.g.**
 - *Photos of celebrations in school (website/Facebook)*
 - *Photos of achievements such as cross country / activity days (website/Facebook)*
 - *Groups shots of activities / children working (website/Facebook)*
 - *Rolling number videos (Teaching and Learning – website/Facebook)*
 - *Photographs in our school prospectus*

My child's name(s): _____

Parent/carer signature: _____ **Date:** ___/___/___



Acceptable Use Agreement and Online Safety Rules for Pupils using IT equipment on Loughton School grounds, buildings or networks

- I will only use the internet for school purposes.
- I will make sure I am responsible, polite and sensible, when using the internet
- I will follow the S.M.A.R.T rules:
 - SAFE - I will keep personal information such as my name, email address, phone number and passwords private. I will only use my class email to email.
 - MEETING – I know that meeting someone I have chatted with online can be dangerous. I know I must only meet if my teachers or parent/carer gives permission and when they are present.
 - ACCEPT – I must only open emails, instant messages, files, pictures or webpages from people/places I know and trust.
 - RELIABLE- I will always check information with other websites, books or someone who knows - not everything I read is true. I understand that it's best to only chat online to my real-world friends and family - not everyone is truthful.
 - TELL – I will tell my teacher, parent/carer or a trusted adult if someone or something makes me feel uncomfortable or worried. I will tell a trusted adult if I know someone I know is being bullied online.
- I am aware that some websites and social networks have age restrictions to keep me safe and I should follow them. My parents will be contacted if I do not.
- I know that my use of IT is regularly checked and that my parent/carer will be contacted if a member of school staff is worried about my Online Safety.
- I will not pretend to be anyone I am not, nor access anyone else's files or network
- I will not use a memory stick/card or flash drive on school computers.
- I will not use any device in school (unless it is a school device with permission

from the teacher) to take or download pictures.

- I will take notice of age restrictions on websites, games and social media and not try to access anything that is intended for an older age group.
- I will not attempt to contact school staff or volunteers via social media
- I will notify a member of staff if I am concerned about pop ups or websites that appear whilst I am using the internet.
- I will notify a member of staff if I access inappropriate material unintentionally.
- If I am required to work online at home, I will only use websites that are recommended by my teacher.
- I will ensure that any discussions that I have online are appropriate, anything that becomes inappropriate I will notify an appropriate adult as soon as possible.

I will notify a member of staff if I notice a friend at school accessing inappropriate material or being contacted by someone they do not know.

Pupil's Agreement

I have read and I understand the school rules for responsible internet use. I will use the computer system and the internet in a responsible way and obey these rules at all times. (Parents must read and explain the rules for responsible use with their children).

Signed: _____ Class: _____

Name: _____ Date: _____



Acceptable Use Agreement for Staff

- I will only use the school's email, internet, network and any related technologies for professional purposes or for uses defined as 'reasonable' by the Headteacher or governing body.
- I will ensure that personal data is kept secure and is used appropriately on school premises.
- I will not install any hardware or software without permission of the Headteacher.
- I am aware that I may use my school laptop for personal use. However, I must ensure that at no time is this being used inappropriately or that inappropriate material is being accessed – this includes any materials that could be considered offensive, illegal or discriminatory.
- I will keep up to date, with the support of school, of any safeguarding risks that are identified on the internet. I will ensure that my use of IT is in keeping with the Online Safety Policy. I am aware that the IT Manager monitors the use of IT and the internet and that if I am found to have been accessing inappropriate material or using IT inappropriately, this may result in disciplinary action being taken.
- If I have any concerns about any incidents where inappropriate pop-ups or other material inadvertently appears I must log this immediately in the Online Safety incident log (stored centrally in the school office) and report this to the Headteacher.
- I will only use my school email for contacting children during any lockdown, I will ensure that it is open, so can be overseen by the school.
- I will not give my private number or email address to any child under my care or parent of children under my care.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities. I will ensure that if I leave my IT device unattended, then the access is locked to prevent data loss. Any loss of password security should be remedied by changing the password immediately afterwards.
- I will ensure that all electronic communications with pupils, parents, carers, general public and staff are appropriate to my professional role.
- I will not make contact or accept requests from pupils or parents of children via social media. If I have pre-existing friends who have children, who start to attend the school, I will ensure that I notify the e-safety lead, so the school is aware. I understand that this will be recorded for my safety as well as the child's.
- I will support and promote the school's Online Safety Policy and data security,

and help pupils to be safe and responsible in their use of IT and related technologies.

- I will not use personal digital cameras or camera phones for taking and transferring images of young people. Images may only be taken and publicised by approved methods and only after parental permission has been granted. In extenuating circumstances, staff who are forced to use their own IT device must notify the headteacher immediately, and ensure safe deletion of the image as soon as possible.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I understand that it is my responsibility to ensure I know how to use any such tools so as not to compromise my professional role, such as setting appropriate security settings.
- I will not create a Loughton School account on any social networking site, without the Headteacher's permission.
- I understand that it is my duty to support a whole organisation safeguarding approach and I will follow the school's Child Protection & Safeguarding Policy, and the school's whistle-blowing policy.
- If the behaviour of any service user or member of staff may be a cause for concern or inappropriate or if I suspect any device contains illegal or inappropriate images or documents, then I will report this to the Child Protection Lead without viewing them further. I will not view these documents or images to protect myself from prosecution. I will leave this to the Child Protection Lead to take the appropriate action.

Signed: _____ Date: _____

**One copy is retained by member of staff/Second copy for Staff Acceptable use agreement file*