Acceptable Use Policy for Remote/Online Learning – January 2021

(Google Classroom, MyMaths, Bug Club, Spelling Shed, TT Rockstars and any other Internet resource used for the purpose of home learning)

Early Years and Key Stage 1 (0-6)

I understand that the Loose Primary School Acceptable Use Policy will help keep me safe and happy online.

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know that Loose Primary School can see what I am doing online when I use school computers, chromebooks and iPads including when I am logged on to Google Classroom at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11)

I understand that the Loose Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

- I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school and maybe at home too.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidently come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), 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 my address, my telephone number, my school name or by sending 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.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I need to send anything to school electronically, such as photos for 'show and tell', I will ask my parent to email it to the school office.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school, I know that it is to be handed in to my teacher and then collected at the end of the day.
- I know that all school devices including computers, iPads and chromebooks are monitored, including when I am using them at home.
- I understand that any time I communicate through school sites such as Google Classroom or MyMaths, the school can see my comments.
- 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.

Parent/Carer AUP Acknowledgement

1. I, with my child, have read and discussed the Loose Primary School learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child's use of school devices and home learning platforms (Google Classroom, MyMaths etc) on site and at home, and personal use where there are safeguarding and/or behaviour concerns.

3. I am aware that any use of school devices and home learning platforms may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

4. I am aware that Loose Primary School policy states that my child cannot use personal device and mobile technology on site. Mobiles phones can be brought into school, handed to the class teacher and are stored on-site until home time.

5. I understand that my child needs a safe and appropriate place to access remote learning if Loose Primary School is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. If/When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.

6. I understand that Loose Primary School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and home learning platforms. I understand that Loose Primary School cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.

7. I, with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Loose Primary School or wider community.

8. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.

9. I will inform Loose Primary School or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

11. I will support Loose Primary School's online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name……………………………….

Class………………………… Date……………………..

Parent Name………………………………………………....................................

Parent Signature………………………………………………………………... Date……………