



## **Acceptable Use Policy and Agreement for Pupils**

The internet and other digital technologies are a rich source of information and an essential part of 21<sup>st</sup> century life for education, business and social interaction. Internet access is an entitlement for pupils who show a responsible and mature approach to its use. The school has a duty to provide students with quality internet access as part of their learning experience and we do this with the understanding that rules are clear and understood by all.

### **This Acceptable use Policy is intended to ensure that:**

Young people will be responsible users and stay safe while using the internet and other digital technologies. School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and people using them at risk.

### **Acceptable Use policy Agreement and E-safety**

#### **For My Own Safety :**

- I will use digital technologies and the internet in school for studying purposes.
- I understand that school will monitor my use of systems, devices and digital communications.
- When e-mailing, I will use my class or school e-mail address.
- I will not share my user name or passwords or try to use some other person's username or password. I should not write this information down or store it where it could be stolen or misused.
- I will only delete or open my own files.
- I will only open e-mail attachments from people known to me or people who my teachers have approved.
- I will make sure communication with other pupils and adults is polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share personal details of myself on line – including my name, phone number, address, email, age, gender, educational details. I will not meet someone unless it is part of a school project and a responsible adult is present with me.
- I am responsible for my behavior and follow the e safety rules within school.
- I will not upload images, sound, video or text content that could upset pupils, staff or others.
- I know that my use of ICT can be checked and that my parent / carer contacted if a member of school staff is concerned about my E Safety.
- If I see something online that makes me feel uncomfortable, I will inform my classteacher.

#### **I understand that everyone has equal rights to use technology and be respectful :**

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal use.
- I will not use school systems for on line gaming, shopping, you tube etc. so as to put others at risk.
- I will only use my own devices (mobile phone) to and from school and not take it into school. I will not use other people's devices. I will not use my mobile phone in school unless I have permission to do so for emergency purposes.

- I will respect other's work and property and will not access, copy or remove files or equipment.
- I will be polite and respectful when I communicate with others and not upload or send inappropriate texts, emails, photos etc. about others.
- I will immediately report and damage or faults with hardware or software.
- I will not try to alter school programmes or upload any programmes independent of those already stored on school devices, including materials protected by copyright.
- I understand that the school has the right to stop me from using the internet at school if I fail to follow the policy. This is also true if there are any cases of cyber bullying or inappropriate use of images.

## **Code of conduct for live stream / online lessons**

### **All pupils must:**

- Be polite and respectful throughout the lesson.
- Be in a space where my adult can check on me easily.
- Be ready for lessons and login on time.
- Follow the rules outlined by the leading adult.
- Be appropriately and fully dressed in daytime clothes for the lesson.
- Let the adult in charge of the lesson or an adult at home know if you see anything that does not seem right.
- Not take any photos or screenshots while using Google classroom and understand that sharing photos or screenshots is very serious.
- Complete the work and tasks to the deadlines set by the adult in charge.
- Seek help if I need it and let someone know if I am unable to complete the work.

### **All household members, including parents and carers must:**

- Make sure to have discussed the above points with their child before these lessons occur and that their child adheres to these rules.
- Make sure that an adult is nearby during lessons but ensure that they stay out of the camera shot and do not interrupt or interact with the lesson.
- Inform the school of any illness which would mean their child could not attend the lesson or complete the work.
- Seek help from the school if you or your child need it.
- Ensure that their child is contactable during the school day and ready to participate in the timetabled lessons.
- Be respectful when raising any questions, complaints or concerns to staff. These must not be raised through Google classroom. Please contact the school office.
- Be mindful that other children may see or hear anything that is going on in your home. Please ensure that your child is within a secure and quiet environment. Please ensure that your child has muted their device at the start of the lessons.
- Make the school aware of any technical issues that may be a barrier to your child joining lessons.
- Understand and agree that, if the teacher hosting the meeting feels uncomfortable or that a child's safety is at risk at any point, the meeting will be ended immediately for all pupils.
- Inform the school if they do not wish for their child to join the live lesson.

NB: All Google live lessons will be recorded by the school to keep everyone safe.

Please complete the form attached to show that you and your child have read, understood and agree to the policy. If this form is not returned, your child will not be able to access school systems and devices or participate in any live learning lessons.

If you have any questions regarding safety or IT use, please contact the school office. Ocean Academy E Safety Leads are Mr J Lee and Ms K Jordan.



Dear Parent / Carer

This form relates to the **Acceptable Use Policy and Agreement for Pupils** which is attached. Please complete the sections below to show that (with your child) you have both read, understood and agree to the rules and statements included. If you do not sign this agreement, access will not be granted access to the school's systems and devices or have access to the on line learning platforms.

The blended learning policy, e-safety policy and home-learning policy can all be found on the school website.

Thank you



**Acceptable Use Policy and Agreement for Pupils**

**I have read, understood and agree to follow the guidelines identified in the Acceptable Use Policy and Agreement for Pupils**

<b>Parent's name:</b>	
<b>Signature:</b>	
<b>Child's name:</b>	
<b>Signature:</b>	
<b>Class:</b>	
<b>Date:</b>	