



ACCEPTABLE USE POLICY AND AGREEMENT:
Parents and Carers



<u>Date of last review:</u>	Jan 2023	<u>Review period</u>	2 year
<u>Owner:</u>	Ocean	<u>Ratified</u>	CEO

Acceptable Use Policy and Agreement for Pupils and Parents/Carers

The internet and other digital technologies are a rich source of information and an essential part of 21st 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 pupils 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:

1. Young people and parents will be responsible users and stay safe while using the internet and other digital technologies
2. 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

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

Acceptable Use policy Agreement and Online Safety

Pupils:

1. I will use digital technologies and the internet in school for studying purposes.
2. I understand that school will monitor my use of systems, devices and digital communications.
3. When emailing, I will use my class or school email address.
4. I will not share my username 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.
5. I will only delete or open my own files.
6. I will only open files from people known to me or people who my teachers have approved.
7. I will make sure communication with other pupils and adults is polite and responsible.
8. 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.
9. I will not share personal details of myself online – 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.
10. I am responsible for my behaviour and follow the online safety rules within school.
11. I will not upload images, sound, video or text content that could upset pupils, staff or others.
12. I know that my use of IT can be checked and that my parents / carers can be contacted if a member of school staff is concerned about Internet Safety.
13. If I see something online that makes me feel uncomfortable, I will inform my class teacher or parent/carer.
14. If someone outside of school attempts to contact me, I will inform my class teacher.
15. I will ensure that when using any online platform with others, I will be respectful and not put myself or others at risk.
16. I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
17. At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
18. I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

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

1. I understand that the school systems and devices are intended for educational use and that I will not use them for personal use.
2. I will not use school systems for online gaming, shopping, YouTube etc. in a way that puts myself or others at risk.
3. I will only use my own devices (mobile phone) to and from school and I will hand it to an adult when I arrive at school and take it home at the end of the day . 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.
4. I will respect other's work and property and will not access, copy or remove files or equipment
5. I will be polite and respectful when I communicate with others and not upload or send inappropriate texts, emails, photos etc. about others.
6. I will immediately report any damage or faults with hardware or software.
7. 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.
8. 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 cyberbullying or inappropriate use of images.
9. I know just calling something banter doesn't make it ok as it could become bullying. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

Code of conduct for live stream / online lessons (if applicable)

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 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.

Parents/Carers:

1. I understand that Ocean Academy uses technology as part of the daily life of the academy when it is appropriate to support teaching & learning and the smooth running of the academy and to help prepare the children and young people in our care for their future lives.
2. I understand that the academy takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the academy cannot be held responsible for the

nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.

3. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the academy staff, volunteers, governors, contractors, pupils or other parents/carers.
4. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the academy and not encourage my child to join any platform where they are below the minimum age.
5. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to guidance sent by the academy, the [NOS platform](#) and [parentsafe.lgfl.net](#) for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc.
6. I understand that my child needs a safe and appropriate place to do remote learning (if applicable).
7. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. [swiggle.org.uk](#) and YouTube Kids is an alternative to YouTube with age appropriate content.
8. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](#)
9. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed.

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.

Any breach of this policy could mean your child is no longer able to use IT at school in any form. The Safer Schools Team (Dorset Police) may also be contacted if the breach necessitates this.

If you have any questions regarding safety or IT use, please contact the school office or The Ocean Academy Internet Safety lead who is Mr J Lee.

Associated policies can be requested from the academy office or found on the academy website:

Safeguarding Policy
Online Safety Policy
Behaviour Policy



Ocean Academy Poole
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Dear Parent / Carer

This form relates to the **Acceptable Use Policy and Agreement for Pupils and Parents/Carers** 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 online learning platforms.

You need to return this signed agreement to the academy office.

Thank you



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Acceptable Use Policy and Agreement for Pupils and Parents/ Carers

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

Parent's name:	
Signature:	
Child's name:	
Signature:	
Date:	