



William Gilbert C of E Primary School and Nursery

Early Years and KSI Acceptable Use Agreement for Pupils

(Copy to stay at home)

At William Gilbert, the use of technology enhances pupils' learning across the curriculum. As technology continues to advance, we aim to provide pupils with the computing skills they need to thrive in today's modern technology-based world. A fundamental part to this success is ensuring pupils' safe, responsible and fun use of technological devices. We therefore ask that the *Acceptable Use Agreement for Pupils* is read and discussed with your child before signing, and you take the time to read, understand and sign the *Parental Permission Agreement*.

When sharing the acceptable use agreement with your child, the attached 'Be Safe Online' poster helps explain the rules in a simple way.

When using technology/devices:

- ✓ I only use technology such as iPads, laptops and interactive whiteboards when an adult has told me I can.
- ✓ I take care of all technology that I use.
- ✓ I only use the internet when an adult is with me.
- ✓ I only click on links and buttons when I know what they do.
- ✓ I use kind words online.
- ✓ I keep information about myself safe.
- ✓ I always tell a trusted adult if something online makes me feel unhappy or worried.

My parents/carers have read and talked about these rules with me.

I understand that if I do not follow these rules and use technology safely, I may not be allowed to use school technology until I show that I can be responsible.

If Google Classroom is used to support home learning:

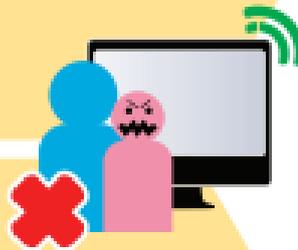
- ✓ I will use kind words on the class stream.
- ✓ I will only post comments or photos that are linked to my learning.
- ✓ I know that my teacher can see all my posts and work on Google Classroom. They have the right to stop me using the class stream if I am not following the rules.
- ✓ I will not post/upload videos or images of myself without permission from an adult at home.

Be

1 I only go online with a grown up



2 I am kind online



SAFE

3 I keep information about me safe



Online

4 I tell a grown up if something online makes me unhappy





William Gilbert C of E Primary School and Nursery

Key Stage 2 Acceptable Use Agreement for Pupils

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At William Gilbert, the use of technology enhances pupils' learning across the curriculum. As technology continues to advance, we aim to provide pupils with the computing skills they need to thrive in today's modern technology-based world. A fundamental part to this success is ensuring pupils' safe, responsible and fun use of technological devices. We therefore ask that the *Acceptable Use Agreement for Pupils* is read and discussed with your child before signing, and you take the time to read, understand and sign the *Parental Permission Agreement*.

When sharing the acceptable use agreement with your child, the attached 'Be Safe Online' poster helps explain the rules in a simple way.

When using technology/devices:

- ✓ I will only use technology, such as a laptop or iPad, when an adult has given me permission.
- ✓ I will only use technology for what I have been told to use it for.
- ✓ I understand that internet searches I make are recorded by the school system.
- ✓ I will ask for help when I have a problem using a device.
- ✓ I will look after all devices that I use.
- ✓ I will tell an adult if the device is not working or damaged.
- ✓ I will tell an adult if I see something online that makes me upset/uncomfortable.

- ✗ I will not attempt to access content that is blocked by the school system.
- ✗ I will not tell another pupil my usernames or passwords to any sites/games.
- ✗ I will not share personal information such as names, ages or addresses including information about others.
- ✗ I will not speak to strangers on the internet.
- ✗ I will not take photos of myself or others using a school device unless specifically told to by an adult.
- ✗ I will not post anything online which may affect the school's reputation.

I understand that if I do not follow these rules and use technology safely, I may not be allowed to use school technology until I show that I can be responsible.

If Google Classroom is used to support home learning:

- ✓ I understand that this platform is to be used primarily as a tool for completing home learning tasks.
- ✓ I will ensure that all comments posted to the class stream are appropriate for others to read.
- ✓ I am aware that school staff monitor my activity and have the right to restrict it.
- ✓ Any photos posted to the main class stream will be relevant to my learning.

- ✗ I will not post/upload videos or images of myself or family without permission from an adult at home.
- ✗ I will not post links to YouTube videos or other websites on the class stream.
- ✗ I will not share personal information including any of my login details on the class stream.

I understand that if I do not follow these rules and use Google Classroom responsibly for its intended purpose, my access may be restricted.

30



Winner!
You were safe online

29



I acted unsafely online!

28




27

26

I will keep information about me and my passwords secret.

21



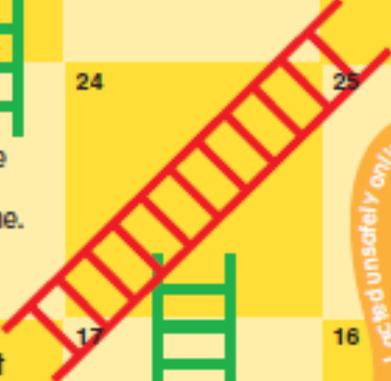
22



23

I will not be unkind to anyone online.

24



25

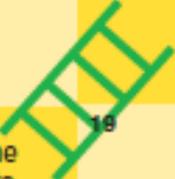


I acted unsafely online!

20

If someone asks me to meet them, I will always talk to an adult straight away.

19



18

I know that people online are strangers and they may not be who they say they are.

17



16



11

I always talk to an adult if I see something online which worries me.

12



13



14

I know there are laws that stop me copying online content.

15



10



I acted unsafely online!

9



8

I know I must only open messages online that are safe. If I am unsure I will ask an adult first.

7



6

I always check if information online is true.

1



Online

2



I acted unsafely online!

3

I ask an adult which websites I can look at or use.

4



5



Parental Permission Agreement

(Copy to stay at home)

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

Video/Film Clips

In addition to using internet research and media to enhance the curriculum, relevant film clips are also used to enrich learning opportunities. For older pupils, these clips may be taken for a 12 or PG rated film, but will have been selected by the class teacher, vetted and deemed suitable for their ages. Eg. Upper KS2 pupils studying the war may watch an excerpt from *The Boy in the Striped Pyjamas*, rated 12.

Mobile Phones

Use of mobile phones by pupils is permitted under extenuating circumstances. Permission is granted through an agreement made between the Headteacher and parents/carers. Requests for such permissions should be made via the school office, to then be decided by the Headteacher.

Parents and Carers

Please read the following Parental Permission Agreement to allow your child to access the technological resources in school.

- ✓ I give permission for my child to access the internet within school.
- ✓ I understand that pupils will be held responsible for their own actions.
- ✓ I understand that, although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or Academy responsible for inappropriate material that my child may obtain.
- ✓ I understand that the school reserves the rights to monitor pupils regarding the use of the internet, school network, Google Classroom and other websites, which the school has a subscription to and holds pupils' logins for.
- ✓ I understand that my child's use of school technology may be restricted/removed if rules are not followed.
- ✓ I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media on the internet.
- ✓ I agree to report any misuse of school systems and technology to the school.
- ✓ I give permission for my child to view a film clip that the teacher has chosen to enhance the learning objective of the lesson.

Please complete the sections on the next page to show that you and your child have read, understood and agree to the rules included in both the *Acceptable Use Agreement for Pupils* and *Parental Permission Agreement*.
If you do not sign and return this agreement, access will not be granted to school systems and devices.



William Gilbert C of E Primary School and Nursery

Early Years and Key Stage I Acceptable Use Agreement for Pupils

(To Return to School)

Early Years and Key Stage I Pupils

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement for Pupils. If you do not sign and return this agreement, access will not be granted to William Gilbert C of E Primary School ICT systems.

I have read and understand the above and agree to follow the guidelines outlined in the Acceptable Use Agreement for Pupils when:

- I use the school systems and devices (both in and out of the school)
- I use my own equipment out of school e.g. communicating with other members of the school, accessing Google Classroom, TT Rock Stars, Numbots, Maths Whizz, Phonics Hero, websites etc.

Class/Year		Name of pupil		Signed by pupil	
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Parents and Carers

Please circle YES or NO regarding material for the school website.

My child's work, if selected, may be published on the school website. **YES/NO**

Photographs of my child may be published on the school website and twitter pages.
Names will NEVER be used without consent. **YES/NO**

Please complete the sections below to show that you and your child have read, understood and agree to the rules included in both the *Acceptable Use Agreement for Pupils* and *Parental Permission Agreement*. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Name of Parent/Carer		Signed by Parent/Carer		Date	
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Please return this completed page to the office or your child's class teacher.



William Gilbert C of E Primary School and Nursery

Key Stage 2 Acceptable Use Agreement for Pupils

(To Return to School)

Key Stage 2 Pupils

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement for Pupils. If you do not sign and return this agreement, access will not be granted to William Gilbert C of E Primary School ICT systems.

I have read and understand the above and agree to follow the guidelines outlined in the Acceptable Use Agreement for Pupils when:

- I use the school systems and devices (both in and out of the school)
- I use my own equipment out of school e.g. communicating with other members of the school, accessing Google Classroom, TT Rock Stars, Maths Whizz, Spelling Shed, websites etc.

Class/Year		Name of pupil		Signed by pupil	
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Parents and Carers

Please circle YES or NO regarding material for the school website.

My child's work, if selected, may be published on the school website. **YES/NO**

Photographs of my child may be published on the school website and twitter pages.
Names will NEVER be used without consent. **YES/NO**

Please complete the sections below to show that you and your child have read, understood and agree to the rules included in both the *Acceptable Use Agreement for Pupils* and *Parental Permission Agreement*. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Name of Parent/Carer		Signed by Parent/Carer		Date	
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Please return this completed page to the office or your child's class teacher.