**Acceptable Use Agreement: Staff and Governors**

Computing and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. The eSafety and Acceptable Use policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of computing. All staff are expected to sign this and adhere at all times to its contents. Any concerns or clarification should be discussed with Miss Robson, school eSafety co-ordinator. The full eSafety and Acceptable Use Policy can be found on our school website [www.cloverhillprimary.org](http://www.cloverhillprimary.org) and also on our VLE.

I will only use the school’s email / Internet / Intranet / VLE and any related technologies for professional purposes or for uses deemed reasonable by the head teacher or Governing Body.

I will comply with the computing system security and not disclose any passwords provided to me by the school or other related authorities.

I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

I will only use the approved, secure email system for any school business.

I will ensure that personal data (such as data held on our MIS system called Arbor) is kept secure and is used appropriately.

I will not install any hardware of software without permission of computing co-ordinator.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

Images of pupils and staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or head teacher.

I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my line manager or head teacher.

I will respect copyright and intellectual property rights and software license terms.

I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute, including but not limited to social network sites such as Facebook.

I will support and promote the school’s eSafety policy and help pupils to be safe and

responsible in their use of computing and related technologies.

**User agreement**

I agree to follow this code of conduct and to support the safe use of computing throughout Clover Hill Primary School.

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

Full Name …………………………………......................................... (Printed)

Job title . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Acceptable Use Agreement/eSafety Rules: Pupils – Years 2 - 6**

I will only logon to computing systems in school, including the internet, email, digital video and mobile technologies for school purposes.

I will only use my school email address.

I will make sure that all computing communications with pupils, teachers or others is responsible and sensible.

I will be responsible for my behaviour when using the internet; this includes resources I access and the language I use.

If I accidentally come across material that upsets me I will report it immediately to my teacher.

I will not give out any personal information such as my name, phone number or address.

I will respect the privacy and ownership of others’ work online at all times.

I understand that these rules are designed to keep me safe and that if they are not

followed, school sanctions will be applied and my parent/carer may be contacted.

**Dear Parent/Carer**

Computing; including the internet, email and mobile technologies have become an important part of learning in our school. We expect our pupils to be safe and responsible when using computing. It is essential that pupils are aware of eSafety and know how to stay safe when online. Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns can be discussed with their class teacher, Miss. Hall, Mrs Holden or Miss Robson. The full eSafety and Acceptable Use Policy can be found on our school website [www.cloverhillprimary.org](http://www.cloverhillprimary.org)

When at home we advise you to make sure that you know what your child is doing online and who they are communicating with. If possible keep the computer in a family room. Please remember children who use social networking sites such as Facebook need to be 14 years old. If you have teenage children at home the best way to see what they are doing on social networking is to add yourself as one of their friends. Please help your child to understand that they should never give out personal details to online friends. If your child receives spam or junk emails or texts remind them never to believe them, reply to them or use them. Always keep communication open with your child so they know that it is never too late to tell someone if something makes them uncomfortable.



Useful websites

[www.direct.gov.uk/clickcleverclicksafe](http://www.direct.gov.uk/clickcleverclicksafe)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Please retain this for future reference. Complete form below and return to your child’s class teacher.

Miss Robson

**Acceptable Use Agreement/ eSafety Rules:**

**Pupils – Reception and Year One**

I will only logon to computing systems in school for school activities.

I will make sure that I use school resources sensibly.

I will only access programmes and resources that my teacher has asked me to.

If I accidentally come across material that upsets me I will report it immediately to my teacher.

I understand that these rules are designed to keep me safe and that if they are not

followed, school sanctions will be applied and my parent/carer may be contacted.

**Dear Parent/Carer**

Computing; including the internet, email and mobile technologies have become an important part of learning in our school. We expect our pupils to be safe and responsible when using computing. It is essential that pupils are aware of eSafety and know how to stay safe when online. Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns can be discussed with their class teacher, Miss. Hall, Mrs Holden or Miss Robson. The full eSafety and Acceptable Use Policy can be found on our school website [www.cloverhillprimary.org](http://www.cloverhillprimary.org)

When at home we advise you to make sure that you know what your child is doing online and who they are communicating with. If possible keep the computer in a family room. Please remember children who use social networking sites such as Facebook need to be 14 years old. If you have teenage children at home the best way to see what they are doing on social networking is to add yourself as one of their friends. Please help your child to understand that they should never give out personal details to online friends. If your child receives spam or junk emails or texts remind them never to believe them, reply to them or use them. Always keep communication open with your child so they know that it is never too late to tell someone if something makes them uncomfortable.



Useful websites

[www.direct.gov.uk/clickcleverclicksafe](http://www.direct.gov.uk/clickcleverclicksafe)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Please retain this document for reference; complete the form on the next page and return it to school for filing.

Thank you for your continued support.

Miss Robson

Computing Lead

**Clover Hill Primary School**

**eSafety and ICT/computing**

**Acceptable Use Agreement/ eSafety Rules: Pupils**

**Pupil and parent/carer agreement**

We have discussed this document, ……….…………………………..........(pupil name) agrees to follow the Acceptable Use and eSafety rules in order to support the safe and responsible use of computing at Clover Hill Primary School.

Pupil

Parent/Carer Signature

Date