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**Be Kind, Grow Together, Learn Forever**

## **BROOKLAND INFANT AND NURSERY SCHOOL**

### ***Home–School Acceptable Use Agreement***

At Brookland Infant and Nursery School, we know that it is important and fun to use technology to enhance learning experiences. We want everyone to be able to use technology, like computers and tablets, but it is important that everyone is safe when using them.

Children flourish and succeed where home and school work closely together and therefore we have created this agreement to help everyone understand how to be safe when using technology to support learning at home and at school. Please read this carefully and sign your name to show that you understand your responsibilities when using technology for the duration of the child's enrolment at Brookland Infant and Nursery School. These are the responsibilities of the school, parents/carers and children:-

#### ***The School***

##### **We will:**

- Take every reasonable precaution to keep children safe and to prevent children from accessing inappropriate materials. These steps include using an educationally filtered service and employing appropriate teaching practice.
- Provide a comprehensive Online Safety curriculum for the children and teach Online Safety skills to help children deal with incidents.
- Monitor your child's use of school technology whilst on school grounds.
- Contact you if we have any concerns regarding your child's Online Safety or use of technology.
- Ensure all staff are trained annually on Online Safety and are aware of changing technology and any developing issues.
- Actively promote safe and positive online behaviour and use of technology.
- Work with parents and children should any Online Safety issues arise.
- Hold Online Safety training for parents to advise on current issues surrounding Online Safety topics. We encourage all parents to attend this important event.

#### ***The Family***

##### **I/We will:**



- Understand that photos or videos of children taking part in school events must not be uploaded to social media websites. These include class assemblies, performances and sporting events. If you are unsure of whether photos / videos can be taken, please ask a member of staff.
- Not take photographs on school premises without permission. Photos on school trips should only be taken on school cameras.
- Give permission for your child/ren to use electronic mail, the Internet and other computing facilities, under supervision at school.
- Support the use of safe and responsible use of the internet and technology **outside of school by children (at home and journeys made to and from school)**. Parents are strongly requested to supervise their children's use of technology whilst outside of school, set appropriate parental controls and to report to the school any inappropriate activity by Brookland children. These activities include (but not limited to):
  - Posting offensive messages / videos of any nature.
  - Subscribing to websites that are not age-appropriate for your child (including, but not limited to Facebook and Instagram).
  - Uploading / posting media content (videos and photos for example) whilst wearing the Brookland school logo (without permission from the school).
  - Cyberbullying.
  - Use of mobile technology (including tablets) to send or post inappropriate or offensive content.
- **Not post slanderous or defamatory comments on any social network site about the school, staff or its community (see below for further guidance).**

### **Important: Parents' use of Social Media**

Nationally, there is an increase in the use of social media websites and group email being used to fuel campaigns and complaints against schools, headteachers, school staff, governors and in some cases other parents / pupils. The school considers the use of social media websites in this way as not in the best interest of the children or the school community. If slanderous or defamatory comments are posted on Facebook or other social network sites, about the school, staff and all its community, the school will expect that any parent / carer / pupil responsible removes all comments immediately.

Any concerns that you may have about any aspect of school life must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.



### **The Child**

#### **I will:**

- ✓ Only use technology, such as a computer, when a teacher has given me permission.
- ✓ Only use the school's computers and tablets for schoolwork and homework.

- ✓ Keep my login and password secret and if someone finds out my password, I will tell my teacher straight away.
- ✓ Not bring electronic files into school without permission.
- ✓ Ask for help when I have a problem using the technology.
- ✓ Look after the device and try not to damage it.
- ✓ Tell the teacher if my device is not working or damaged.
- ✓ Only use the internet when a teacher has given me permission.
- ✓ Only access websites that have been approved by my teacher.
- ✓ Only e-mail people that my teacher has approved.
- ✓ Not open an attachment, or download an electronic file, unless I have permission from a teacher or trusted adult and I know and trust the person who has sent it.
- ✓ Not share personal information, such as my age and where I live, about myself or my friends online.
- ✓ Not 'speak' to strangers on the internet or arrange to meet someone I have only ever met on the Internet or by email or in a chat room.
- ✓ Not respond to any messages that I am unhappy with but I will tell a teacher / responsible adult. I will not delete the message but keep it so that an adult can deal with it properly.
- ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
- ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.
- ✓ Not access social media, such as Facebook and WhatsApp.
- ✓ Never write unkind things about other children or staff.

**Please read each statement and provide a tick to show that you agree, and then write your name below.**



- I understand why it is important to use technology safely and correctly.
- I understand my responsibilities when using technology.
- I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- I will follow these rules at all times.

Child name (please print):

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Date:

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Parent/Carer name (please print):

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Parent signature:

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Date:

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School name (please print):

Brookland Infant and Nursery School

School signature:



Date:

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