



Love Determination Responsibility Respect Kindness Friendship Honesty

St Michael's C of E Primary School

Parent Acceptable Use Agreement for devices loaned to children working from home

Where families do not have access to a computer which allows their children to live stream lessons when they need to isolate or quarantine because of the effects of Covid-19, St Michael's C of E Primary School will temporarily lend a Chromebook or other similar device to a child to take home. This will only be possible if school has enough Chromebooks available.

This Acceptable Use Policy is intended to ensure:

- Children will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- Devices belonging to St Michael's C of E Primary School and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- Parents are aware of the importance of online safety and are involved in the education and guidance of children in their care with regard to their online safety
- Parents are aware it is their responsibility to supervise their child's use of the device.

Chromebooks/devices are loaned to families to support children's learning and allow access to live streamed lessons and relevant internet content if a child cannot come to school because they are isolating or in quarantine because of Covid-19. All loaned Chromebooks/devices remain the property of St Michael's C of E Primary School and are provided to users on a loaned basis for the sole purpose of education.

The device must not be used by anyone other than the authorised user to whom it has been allocated.

Any property identification tag/sticker/mark on the device should not be removed for any reason.

The device must remain in the possession of the person to whom it was originally loaned.

Users must only access information and systems if authorised to do so and using their own user accounts.

The device has been configured to provide the access to Google Classroom and the internet.

No addition or deletion of any software or hardware is permitted

To ensure that security patches and virus definitions are up to date the device should connect to the Internet on a regular basis.

All reasonable care should be taken to prevent loss, damage, theft or unauthorised use of the device as far as is practical. For example, devices should never be left in a vehicle overnight or other unsecured, vulnerable situation. It is the user's responsibility to ensure secure transfer to and from school and home.

Parents should ensure careful and considerate use of the device.

Any loss or damage of any loaned equipment should be immediately reported to the school office: office.3216@st-michaels-oxf.oxon.sch.uk. Damage includes suspicion of viruses, malware or software corruption, in addition to physical damage to the device.

If software/hardware problems arise a device may need to be restored to its original settings. It is the user's responsibility to ensure that all work documents are saved on their school cloud storage account.

Devices should not be physically affected (upgraded / repaired) under any circumstances.

If recalled, devices must be returned to St Michael's C of E Primary School in full working condition.

Where there is evidence that the equipment has not been used in accordance with the above guidelines, a charge may be made for the replacement or repair of any equipment misused whilst on loan.

We use cloud services to enable children to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. Any cloud provision for use by pupils, even if accessed via the loaned device, remains the responsibility of the school.

Issues with connectivity and system access to platforms provided by the school should be raised with school staff.

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras, including webcams, to record evidence of activities in lessons and out of school. The decision to allow or prevent such use rests with the school.

St Michael's C of E Primary School has taken every reasonable precaution to ensure devices are equipped with antivirus, filtering and online safeguards when delivered to end users. We cannot ultimately be held responsible for the nature and content of materials accessed via the device. The filters we use in school may not function in other locations, so parents must take responsibility for the content their children can view.

Adequate parental supervision must take place to ensure online safety. All online activity creates a 'digital footprint' and logs may record:

- The username of the user,
- The website address of the Internet site being accessed,
- Where access was attempted
- If the site was blocked by the system
- Web pages visited and their content
- File names for files which have been accessed and/or downloaded,
- The identity of the computer on the network and the date and time.

All monitoring information / logs will be kept in line with St Michael's C of E Primary School policy. Any excessive or inappropriate use may be addressed with reference to this Acceptable Use Policy.

Loan of Chromebook/Device Number

--

Agreement Statements

1. I understand that by signing this agreement I confirm receipt of the device (serial number as listed at the top of this document) and recognise that the loaned device remains the property of St Michael's C of E Primary School.
2. I accept responsibility for ensuring the device is not deliberately damaged, sold, passed on to any other person or defaced in any way.
3. I confirm that the device will remain in the possession of the person to whom it was originally loaned and named above.
4. I confirm that I have read the online safety information and discussed this Acceptable Use Agreement in age appropriate language with my child.
5. I understand the importance of the safe use of technology and the internet and I have helped my child to understand how their device should be used and cared for.
6. I understand that activity on the systems will be monitored and that I will be contacted if there are any concerns about any possible breaches of the Acceptable Use Agreement.
7. I understand that St Michael's C of E Primary School is not ultimately responsible for the nature and content of materials accessed via the loaned device and that I am responsible for supervising my child's use of the device.
8. I will encourage my child to adopt safe use of the internet and digital technologies at home and will report concerns over my child's online safety to the school.
9. I understand that access to school systems is provided or withdrawn by the school.
10. I will report any damage, defects or issues with the device to the school office and will not allow any third party upgrades, repairs, or attempts to repair, the device.
11. I understand that recalled devices must be returned promptly St Michael's C of E Primary School in full working condition, unless a fault report has already been made.
12. I understand that where there is evidence that the device has not been used in accordance with the Acceptable Use Agreement, a charge may be made for its repair or replacement.
13. I understand that user accounts and any data stored on the device will be securely deleted after the loan period has ended.

Child's Name	
Named Adult	
Relationship to Child (parent/carer/guardian)	
Signed	
Date	



St Michael's C of E Primary School

Key Stage 1 Acceptable Use Policy

My name is _____

To stay **SAFE online and on my devices**:

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **ASK** for help if I'm stuck or not sure
3. I **TELL** a trusted adult if I'm upset, worried, scared or confused
4. If I get a **FUNNY FEELING** in my body, I talk to an adult
5. I look out for my **FRIENDS** and tell someone if they need help
6. I **KNOW** people online aren't always who they say they are
7. Anything I do online can be shared and might stay online **FOREVER**
8. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
9. I don't change **CLOTHES** in front of a camera
10. I always check before **SHARING** personal information about me
11. I am **KIND** and polite to everyone

My trusted adults are:

_____ at school

_____ at home



St Michael's C of E Primary School

Key Stage 2 Acceptable Use Policy

This agreement will help keep me safe and help me to be fair to others

1. ***I learn online*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. School internet and devices are monitored.
2. ***I ask permission*** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.
3. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
4. ***I am a friend online*** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend or sibling is worried or needs help, I will remind them to talk to an adult, or even do it for them.
5. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
6. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.
7. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
8. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
10. ***I know new online friends might not be who they say they are*** – 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.
11. ***I check with an adult before I meet an online friend*** face to face for the first time, and I never go alone.
12. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.

13. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes in front of a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
14. ***I say no online if I need to*** – I don’t have to do something just because a friend 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.
15. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
16. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. Private information may be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
17. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
18. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.
19. ***I am not a bully*** – 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.
20. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
21. ***I respect people’s work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
22. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see online, know which sites to trust, and know how to double check information I find.

~~~~~

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult:**

**At school that includes** \_\_\_\_\_

**Outside school, my trusted adults are** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_