Skippers Hill Manor Preparatory School

**Acceptable Use Agreement for Pupils**

Digital technologies have become integral to the lives of children and young people, both within schools 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.

Every child has a Skippers Hill email address created for them when they enter the school, which is used to access the various different Google-based educational portals (Google Classroom; Google Meets; Google Calendar; Google Docs, Slides and Sheets) alongside any online learning platforms to which the school has subscribed. This email address also gives access to a secure individual Google Cloud Drive, where they store all of their school work.

We feel it is critical that young people appreciate the potential dangers and benefits of being online, and so it is addressed to them; there is also a final section with information for parents.

**This Policy is intended to ensure:**

- that you should be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that you and the school systems are protected from accidental or deliberate misuse

**For your own personal safety:**

- You understand that the school can monitor your use of the systems, devices and digital communications at any time. You should not use or install any systems which are intended to prevent this.
- You should keep your username and password safe and secure – you should not share it, nor try to use any other person's username and password. You understand that you should not write down or store a password where it is possible that someone may steal it.
- You should be aware of "stranger danger" when you are communicating online.
- You should not disclose or share personal information about yourself or others when online (this could include names, addresses, email addresses, phone numbers, age, gender, educational details, etc.)
- You should never arrange to meet people that you have communicated with on-line
- You should immediately report to an adult any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when I see it online.
- You should not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless you have permission from a member of staff to do so.
- You should not install, or access via a website, any social media applications (including, but not limited to, WhatsApp, Facebook, Snapchat, Instagram, etc.)

**You should act as you expect others to act toward you:**

- You should respect others' work and property and should not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- You should be polite and responsible when you communicate with others. You should not use strong, aggressive or inappropriate language and should appreciate that others may have different opinions.

- 'you should not distribute images or videos of yourself or other people
- You understand that you are responsible for your online actions, both in and out of school.

**You recognise that the school has a responsibility to maintain the security and integrity of the technology it offers you, and to ensure the smooth running of the school:**

- You should immediately report any damage or faults involving equipment or software, however this may have happened.
- You should not open any hyperlinks in emails or any attachments to emails, unless you know and trust the person / organisation who sent the email. If you have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes), please do not open it.
- You should not install or attempt to install or store programs, apps or extensions of any type on any school device, nor try to alter computer settings. Any programs that you need will be "pushed out" to your device automatically.

**When using the internet for research or recreation, you recognise that:**

- You should ensure that you have permission to use the original work of others in my own work
- Where work is protected by copyright, you should not try to download copies (including music and videos)
- When you are using the internet to find information, you should take care to check that the information that you access is accurate. You appreciate that the work of others may not be truthful: and may even be a deliberate attempt to mislead.

**Teachers will help you by:**

- Supervising your use of the internet, and will guide you to pre-selected sites suitable for your age and maturity
- Teaching you how to stay safe online, and how to reduce risk to yourself and others
- Monitor the use of the internet and make sure that proper filters and systems are in place to keep you safe

**Remote Learning:**

- In the event that the school is closed for an extended period of time, continuity of learning may be delivered online via Google Classroom, Meet, Chat and email.
- During this time, school rules, rewards, sanctions and expectations around conduct and behaviour apply as if you are in school as normal. All school policies remain in force.
- For example, you will be expected to wear your school uniform during your lessons and must carry out your learning in a public part of the house (e.g. the dining room). This is to ensure online safety for all members of our community when you may be using video conferencing software.

**Data Protection:**

- In order to comply with our data protection policy, you should only use school emails and the Google Education Suite on the Skippers domain for school work.
- Your email inbox is restricted so that you can only receive emails from other people with a Skippers Hill email address or iSAMS. If you receive emails from anyone other than those mentioned, you must report it to a member of staff.

## Advice for parents

All pupils at Skippers from Year 3 upwards use a Chromebook, which needs to be purchased by parents and provided as part of their school equipment. These should be brought into school as soon as they are purchased, preferably before the first day they are in school, in their original, factory-reset state. All Chromebooks used in school are enrolled onto the school educational management system (Google G Suite), which enables them both to be monitored and to have any required software automatically "pushed out".

No other device that can connect independently to the internet (in other words, via a mobile signal rather than through wifi) should be brought into school. This includes, but is not limited to smart watches, e-readers/tablets with mobile connectivity, etc.

**Insurance:**

Please note that Chromebooks (as with any other piece of pupil property) are not owned or insured by the school; therefore devices are brought into school at parents' own risk. The school cannot accept responsibility for any damage or loss caused at school and parents should ensure that their own insurance covers this.

Many Chromebook manufacturers offer "extended warranty" cover at an additional cost. This often covers the device developing a fault, or, in some cases, accidental damage: but please read the terms and conditions of the policy carefully to see that it meets your needs.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**

## Pupil Acceptable Use Agreement Form (please return)

This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

On (this date)……, I went through this agreement with

……

I understand the above agreement and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices (both in and out of school)

Full Name of Pupil: _____

Class: _____

Signed: _____

Date: _____

Parent / Carer Countersignature: _____

Date: _____

September 2022

## Parent Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the misuse of the Internet. I agree that the school is not liable for any damages arising from the misuse of the school's Internet facilities.

Name of parent: _____

Signed: _____

Date: _____