

Acceptable User 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 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 or 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/carers, 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



Clover Hill Primary School

Pupil Acceptable Use & Online Safety Agreement: Years 2-6

At Clover Hill Primary School, we use technology to support learning and help children develop important digital skills. We want all pupils to use technology safely, responsibly and respectfully.

As a pupil, I agree to:

- ☒ Use school computers, tablets, internet services and other digital technology only for learning and school-related activities.
- ☒ Communicate politely and responsibly online.
- ☒ Use appropriate language and behave respectfully when using technology.
- ☒ Tell a teacher immediately if I see anything online that worries, upsets or confuses me.
- ☒ Keep personal information private, including my full name, address, phone number and passwords.
- ☒ Respect other people's work, privacy and property when using technology.
- ☒ Follow these rules to help keep myself and others safe online.

I understand that if I do not follow these rules, the school may apply appropriate sanctions and contact my parent/carer.

Information for Parents and Carers

Technology plays an important role in education, and we work hard to help children develop safe online habits. Please support us by encouraging your child to:

- Talk to a trusted adult if something online worries them.
- Keep personal information private.
- Treat others with kindness and respect online.
- Use devices in shared family spaces where possible.
- Be cautious when communicating with people online.

Useful online safety information can be found on our school website: **www.cloverhillprimary.org**

For advice and support, you may also find the following websites helpful:

- www.thinkuknow.co.uk
 - www.childnet.com
 - www.internetmatters.org
 - www.kidsmart.org.uk
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Mobile Phones: Year 5 & 6

Pupils who have parental permission to walk to and from school independently may bring a mobile phone to school.

Phones must:

- Be switched **off** before entering the school grounds.
- Be placed in the class mobile phone box during the school day.
- Remain switched off until pupils have left the school grounds at the end of the day.



Parent/Carer and Pupil Agreement

We have read and discussed this agreement and understand the importance of using technology safely and responsibly.

Pupil Name: _____

Parent/Carer Signature: _____

Pupil Signature: _____

Date: _____

Please complete and return this form to your child's class teacher. A copy of the full Online Safety and Acceptable Use Policy is available on the school website.



Clover Hill Primary School

Pupil Acceptable Use & Online Safety Agreement: Reception and Year 1

At Clover Hill Primary School, we use technology to support learning and help children develop important digital skills. We want all children to learn how to use technology safely and responsibly.

As a pupil, I agree to:

- ☒ Use computers, tablets and other technology only for school learning activities.
- ☒ Use school equipment carefully and sensibly.
- ☒ Only use websites, apps and programmes that my teacher has chosen for me.
- ☒ Tell my teacher straight away if I see something online that worries, upsets or confuses me.
- ☒ Follow these rules to help keep myself and others safe.

I understand that if I do not follow these rules, the school may take appropriate action and contact my parent/carer.

Information for Parents and Carers

Online safety is an important part of learning at Clover Hill Primary School. We teach children how to use technology safely, and we ask families to support these messages at home.

You can help by:

- Talking regularly with your child about their online activities.
- Keeping devices in shared family spaces where possible.
- Encouraging your child to tell a trusted adult if anything online worries them.
- Reminding your child never to share personal information online.
- Monitoring the apps, games and websites your child uses.

Useful information and resources can be found on our school website: **www.cloverhillprimary.org**

Additional online safety advice:

- www.thinkuknow.co.uk
 - www.childnet.com
 - www.internetmatters.org
 - www.kidsmart.org.uk
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Parent/Carer and Pupil Agreement

We have read and discussed this agreement and understand the importance of using technology safely and responsibly.

Pupil Name: _____

Parent/Carer Signature: _____

Pupil Signature: _____

Date: _____

Please complete and return this form to your child's class teacher. A copy of the full Online Safety and Acceptable Use Policy is available on the school website.