



Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the *Student / Pupil* Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care. Pupils in Nursery, Reception and Year 1 will have their Pupil Acceptable Use Policy countersigned by a parent / carer.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Parent / Carers Name:	
Pupils Name:	

As the parent / carer of the above *students / pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

*I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.*

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:		Date:	
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Abercarn Primary School  
Use of Cloud System Permission Form



Google Apps for Education

The school uses Google Apps for Education for pupils and staffs. This permission form describes the tools and pupil responsibilities for using these services.

The following services are available to each pupil and hosted by Google as part of the schools online presence in Google Apps for Education.

**Google Mail:** an individual email account for school use managed by the school.

**Google Calendar:** an individual calendar providing the ability to organize schedules, daily activities and assignments.

**Google Docs:** a word processing, spreadsheet, drawing and presentation toolset that is very similar to Microsoft Office.

**Google Sites:** an individual and collaborative website creation tool.

**Google Classroom:** a tool enabling the setting and completion of assignments in school and at home.

**Google Drive:** an online space where work can be stored and retrieved.

Using these tools, pupils collaboratively create, edit and share files and website for school related projects and communicate via email with other pupils and members of staff. The services are entirely online and available 24/7 from any internet connected computer. Example of pupil's use include showing class projects, building an electronic portfolio of school learning experience, and working in small groups on presentations to share with others.

The school believes that use of the tools significantly adds to your child's educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account.

Parent / Carers Name:	
Pupils Name:	

	Yes	No
As a parent / carer of the above pupil, I agree to my child using the schools Google Apps for Education.		

Signed:		Date:	
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Pupil Acceptable Use Agreement

On the following pages we have copied, for your information of parents / carers, the Pupil Acceptable Use Agreement



Abercarn Primary has a clear policy when allowing pupils to access the school's ICT network. This document is designed to keep you safe and is split into different sections:

Personal Benefits	Equality	How I treat others	Helping the school	Being a responsible citizen
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### **Personal Benefits**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password securely I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line. Please see the school website for more information regarding "stranger danger"
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

### **Equality**

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

### **How I treat others**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.



### How I treat others

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

### Helping the school

I recognize that Abercarn Primary School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

### Being a responsible citizen

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

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including pictures, music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.



When using the internet and social media outside of school, I recognise that:

- I must not post messages about the school or anyone associated with it that are untruthful, unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, or sexually or racially offensive in any way.
- I must not post or share images of anyone associated with the school without their permission
- I must not impersonate someone else
- I must not post content copied from elsewhere, for which I do not own the copyright.
- I must follow the guidelines I have been taught about safe and appropriate use of the internet and digital and communication technologies.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of very serious or illegal activities, involvement of the police.

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. If you do not sign and return this agreement, access will not be granted to school ICT systems.



This form relates to the Pupil Acceptable Use Policy (AUP), 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. If you do not sign and return this agreement, access will not be granted to school ICT systems.

PUPIL: I have read and understand the above and agree to follow these guidelines when:

- I use Abercarn Primary's ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) or for any school activity e.g. mobile phones, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school

Pupils Name:	
Pupil Signature:	
Class:	
Date:	