



English Martyrs' Catholic Primary School ~ Online Safety Policy Agreement Form ~ Loaning of Devices January 2021

Online Safety Policy Agreement Form ~ for the loan of technology devices for Home Learning

This document covers use of school digital technologies, networks etc both in school and out of school.

Access:

- I will obtain the appropriate log on details and passwords and not change them without notifying my teacher
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I ask to change it. I will not use anyone else's password if they reveal it to me
- I will not allow unauthorised individuals to access school computing systems or resources

Appropriate Use:

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Online Safety coordinator or member of the SLT.

Appropriate Conduct

- I will not engage in any online activity that may compromise my learning
- I will ensure that I represent the school in an appropriate way when sending e-mail, contributing to online discussion
- I will not browse, download or send material that could be considered offensive to others
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to my teacher

Personal Use

- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites
- I will use the device and the internet to access and complete my home learning

Email

- I will only use the approved, secure email system for any school business: (currently: OWA)
- I will only use the approved school email, or other school approved communication systems with peers or staff, and only communicate with them on appropriate school business.



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Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided to support my home learning
- I will return school equipment (to be agreed with Computing Technician) to be checked and updated as needed
- I will not connect a computer, laptop or other device (including USB flash drive), to any network / Internet that does not have up-to-date anti-virus software

Teaching and Learning

- I will follow the school's Online Safety curriculum in my learning, using agreed resources and materials
- I will ensure I am aware of digital safety-guarding issues and know where to access help
- I will only use the Internet for learning purposes

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images without permission

Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or pupils working at the school.
- I will ensure that I follow school data security protocols when using any confidential data
- I will respect the privacy of other users' data, and will never enter the file areas of other people without their express permission

Copyright

- I will not publish or distribute work that is protected by copyright

User Signature

I agree to abide by all the points above. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety policies.

SignatureDate

Full Name (printed)

Child's name..... Class.....

Authorised Signature (Headteacher) I approve this user to be set-up.

Signature Date

Full Name (printed)