



# Home School Agreement and Acceptable Use Agreements

## As a school

We will do our best to:

- › Support your child's wellbeing and safety by providing a safe, supportive and caring environment
  - › Help and encourage your child to reach their full potential
  - › Monitor and communicate with parents and carers regularly on your child's progress
  - › Provide a broad and balanced curriculum that caters for all children
  - › Promote high standards of behaviour so we can maintain a safe environment for all children
  - › Offer your child opportunities to develop a sense of responsibility, form healthy social relationships and build their self-esteem
  - › Set regular homework that supports the delivery of the curriculum and mark it where appropriate
  - › Offer opportunities for parents and carers to get involved in school life
  - › Communicate between home and school through dojo, emails and the school website.
  - › Respond to communications from parents and carers in a timely manner, following school policies
  - › Encourage good attendance and address any concerns with parents or carers where necessary
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## Parents/carers

I will do my best to:

- › Make sure my child attends school regularly and on time. I will notify the school if my child will be absent via Arbor.
- › Make sure my child is dressed in the correct uniform and wears their PE kit to school where necessary, as per policy.
- › Support the school to make sure my child maintains a consistently high standard of behaviour
- › Encourage my child to try their best so they can reach their full potential
- › Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- › Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff
- › Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that
- › Read and follow the school's policies
- › Treat all members of the school community with care and respect
- › Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- › Read all communications sent home by the school and respond where necessary

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## Pupils

I will do my best to:

- › Arrive at school on time every day that I can, and be ready to learn
- › Try my best to do my work and ask for help if I need it
- › Wear the correct school uniform and bring my PE kit to school when I need it
- › Bring all the equipment I need each day
- › Be friendly and caring towards other children and adults
- › Listen to instructions from the adults at school and follow the school rules
- › Look after the school equipment and be respectful of the school environment
- › Behave appropriately on the way to and from school



## Learner Acceptable Use Agreement

When I use devices I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety, in and out of school:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly.
- I will only visit internet sites that adults have told me are safe to visit.
- I will keep my usernames and passwords safe and secure and not share it with anyone else.
- I will be aware of "stranger danger" when I am online.
- I will not share personal information about myself or others when online.
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others, and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

I know that there are other rules that I need to follow:

- I will not use my own personal device unless approved in school. If I am allowed, I still have to follow all the other school rules if I do use them.
- I will not use social media sites.
- Where work is protected by copyright, I will not try to download copies
- When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

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

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.

- I understand that if I do not follow these rules, there may be consequences. This could include loss of access to the school network/internet, detentions, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.

### Learner Acceptable Use Agreement Form

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 systems.

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

- I use the school systems and devices
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Learner..... Group/Class:.....

Signed..... Date: .....

### KS1 and EYFS

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of computers/tablets and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer/tablet.

Signed (child): ..... Group/Class.....

If able to write their names.

Signed (parent): ..... Date:.....



## Parent/Carer Acceptable Use Agreement

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 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 online behaviour.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

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.

As the parent/carers of the learners named below, I give permission for my son/daughter to have access to the digital technologies at school.

I know that my son/daughter has signed an acceptable use agreement and has 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 agreement.

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.

For privacy notice, see Watlington CP School's data Protection Policy.

### Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication on ClassDojo, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name/initials will be used.

The school will comply with the Data Protection Act and request parent's/carer's permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Signed: .....

Date: .....