

## Sheringdale Remote Learning

### Acceptable Use Agreement



### **This Acceptable Use Policy is intended to ensure:**

1. That young people will be responsible users and stay safe while using the internet and other digital technologies and platforms.
2. That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

### **Acceptable Use Policy Agreement**

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.

#### **Pupils**

##### **For my own personal safety:**

1. I understand that the school will monitor my use of the systems, devices and digital communications.
2. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
3. I will be aware of "stranger danger", when I am communicating on-line.
4. I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
5. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
6. I will not post or comment anything inappropriate or bullying in nature.

##### **I will act as I expect others to act toward me:**

1. 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.

2. 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.

3. I will not take or distribute images of anyone without their permission.

**When providing online lessons or communication to students, teachers will:**

- Sit against a neutral background.
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background).
- Dress like they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.
- Ask pupils to also be in a shared space in their house, rather than in their bedroom. Children should be appropriately dressed (eg: no pyjamas).
- Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

**ACCEPTABLE USE PERMISSION: PARENTS**

I am aware that my child has received, or will receive, e-safety education to help him/her understand the importance and 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 ICT 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 child's activity on the ICT 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 e-safety.