



Device and technology acceptable use agreement for EYFS and Year 1 Pupils

At Lyppard Grange Primary, we know that using technology is an important part of learning. We want everyone to be able to use technology, like the internet and laptops, but it is important that the children are safe when they are using technology and are doing so sensibly and appropriately.

Please read this document carefully and go through it with your child. This agreement will set out the rules around using technology and devices, such as laptops, when in school. Once your child is sure that they understand the rules set out in the agreement, please ensure they enter their name and date at the bottom to accept this agreement.

If you have any questions about anything in this agreement, speak to your child's teacher.

Definitions

Before you read the agreement, here are some key terms you should understand:

- **Technology** – this includes any ICT systems at the school, including the internet.
- **School-owned devices** – any devices that are owned by the school that have been given to you to help with your school work, including laptops and tablets.
- **Personal devices** – any device that belongs to you that you bring into school, including mobile phones.

1. I only **USE** devices or apps, sites or games if I am allowed to.

2. When using a computer I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused.

3. If I get a **FUNNY FEELING** in my tummy when using a computer, I talk to an adult.

4. I **KNOW** that online people aren't always who they say they are and things I read are not always **TRUE**.

5. I know anything I do online can be shared and might stay online **FOREVER**.

6. I don't have to do **DARES OR CHALLENGES**, even if someone tells me I must.

7. I don't change **CLOTHES** or get undressed in front of a camera.

8. I always check before **SHARING** my personal information or other people's stories and photos.

9. I am **KIND** and polite to everyone.

10. Agreement

I agree that I have read and understood this agreement, and ensure that I will abide by each principle.



Device and technology acceptable use agreement for pupils Year 2- Year 6

At Lyppard Grange Primary, we know that using technology is an important part of learning. We want everyone to be able to use technology, like the internet and laptops, but it is important that the children are safe when they are using technology and are doing so sensibly and appropriately.

Please read this document carefully and go through it with your child. This agreement will set out the rules around using technology and devices, such as laptops, when in school. Once your child is sure that they understand the rules set out in the agreement, please ensure they enter their name and date at the bottom to accept this agreement.

If you have any questions about anything in this agreement, speak to your child's teacher.

Definitions

Before you read the agreement, here are some key terms you should understand:

- **Technology** – this includes any ICT systems at the school, including the internet.
- **School-owned devices** – any devices that are owned by the school that have been given to you to help with your school work, including laptops and tablets.
- **Personal devices** – any device that belongs to you that you bring into school, including mobile phones.

1. Security and protecting information

I will:

- Make sure I understand what I can do to keep my information safe when using technology and devices – I will speak to my teacher if I have any questions.

I will not:

- Try to get around any security measures the school has put in place on the internet or school-owned devices.
- Share any of my passwords with other people.

2. Using technology in school

I will:

- Only use technology and devices that I have been given permission to use.
- Only access websites, apps and other online platforms that I have been given permission to use.
- Only use the school's ICT facilities, technology and devices to complete schoolwork.

I will not:

- Install any software onto school ICT systems unless I have been told to do so by a member of school staff.
- Search for, view, download, upload or send anything inappropriate when using the internet.
- Use any USB sticks and other removable media in school.

3. Emails

I will:

- Only use the email account that has been set up for me by the school when sending emails related to my schoolwork.

I will not:

- Open any emails from people I do not know.
- Use my personal email address for schoolwork, unless I have been told I can do so by a member of school staff.

4. School-owned devices

I will:

- Only use school-owned devices to carry out my schoolwork.
- Only use websites and apps that a member of staff has said I can use.
- Understand that the school will monitor how I use school-owned devices.
- Take care of school-owned devices when I am using them.
- Tell a member of staff if a school-owned device is damaged or lost when I am using it.
- Tell a member of staff if I think something has happened in relation to the security of the device, e.g. if I download an attachment from an email from someone I do not know.

I will not:

- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to type inappropriate words or searches.
- Use school-owned devices to go on personal social media accounts.

5. Personal devices (Year 5/6 who walk to and from school alone only)

I will:

- Ensure I have completed the agreement in the Phone and Smart watch policy and returned it to my teacher
- Ensure my personal devices are switched off daily at the green gates and handed straight to the teacher when I enter school.
- Understand that if my personal devices are lost, damaged or stolen, it is not up to the school to pay for any costs.

I will not:

- Use my personal devices to send inappropriate messages, images, videos or other content.
- Use my personal devices to view, store, download or share any inappropriate, harmful or illegal content.

6. Personal devices (Year 5/6 who walk to and from school alone only)

I will:

- Ensure I have completed the agreement in the Phone and Smart watch policy and returned it to my teacher
- Ensure my personal devices are switched off daily at the green gates and handed straight to the teacher when I enter school.
- Understand that if my personal devices are lost, damaged or stolen, it is not up to the school to pay for any costs.

I will not:

- Use my personal devices to send inappropriate messages, images, videos or other content.
- Use my personal devices to view, store, download or share any inappropriate, harmful or illegal content.

7. Reporting misuse

I will:

- Understand that my use of the computers and the internet will be monitored and recognise the consequences if I do not follow this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the Behaviour Policy, if I do not follow this agreement.

I know that the computers are monitored and If I type things I shouldn't the Teachers will be informed.

I am a good friend online – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.

I am not a bully – I know just calling something fun or banter doesn't stop it maybe hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

I am a secure online learner – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

I am careful what I click on – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.

I keep my body to myself online – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.

I say no online if I need to – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

I tell my parents/carers what I do online – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

I ask for help if I am scared or worried – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

I know it's not my fault if I see or someone sends me something bad – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.

I know online friends might not be who they say they are – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.

I never pretend to be someone else online – it can be upsetting or even dangerous.

Agreement

I agree that I have read and understood this agreement, and ensure that I will abide by each principle.



Device and technology acceptable use agreement for staff and visitors

Whilst our school promotes the use of technology or devices, and understands the positive effects they can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology and devices appropriately. Any misuse of technology and devices will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

This agreement outlines staff members' responsibilities when using technology and devices, both school-owned and personal, and applies to all staff, volunteers, contractors and visitors.

Please read this agreement carefully, and date at the bottom to show you agree to the terms outlined.

1. Data protection and cyber-security

I will:

- Use technology and devices, including the use and storage of personal data, in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- Follow the school's Data Protection Policy and any other relevant school policies and procedures.

I will not:

- Attempt to bypass any filtering, monitoring and security systems.
- Share school-related passwords with pupils, staff, parents or others unless permission has been given for me to do so.

2. Using technology in school

I will:

- Follow the Staff ICT and Electronic Devices Policy.
- Only use ICT systems which I have been permitted to use.
- Ensure I obtain permission prior to accessing materials from unapproved sources.
- Only use the internet for personal use during out-of-school hours, including break and lunch time.

I will not:

- Install any software onto school ICT systems unless instructed to do so by the Deputy Headteacher or ICT technician or use removal media without permission.
- Search for, view, download, upload or transmit any inappropriate material when using the internet.

3. Emails

I will:

- Only use the approved email accounts that have been provided to me when sending communications regarding school business.
- Ensure any personal information that is being sent via email is only sent to the relevant people and is appropriately protected.

I will not:

- Use personal emails to send and/or receive school-related personal data or information, including sensitive information.
- Use personal email accounts to contact pupils or parents.

4. School-owned devices

I will:

- Only use school-owned devices for the purpose of carrying out my school responsibilities.
- Only access websites and apps that have been approved by the headteacher.
- Understand that the usage of my school-owned devices will be monitored.

- Keep my school-owned devices with me or secure at all times when removed from the building.
- Transport school-owned devices safely.
- Provide suitable care for my school-owned devices at all times.
- Only communicate with pupils and parents on school-owned devices using appropriate channels.
- Ensure I install and update security software on school-owned devices as directed by the ICT technician.
- Seek permission from the headteacher before using a school-owned device to take and store photographs or videos of pupils, parents, staff and visitors.
- Immediately report any damage or loss of my school-owned devices to the ICT technician.
- Immediately report any security issues, such as downloading a virus, to the ICT technician.
- Make arrangements to return school-owned devices to the ICT technician upon the end of my employment at the school.

I will not:

- Permit any other individual to use my school-owned devices without my supervision, unless otherwise agreed by the headteacher.
- Install any software onto school-owned devices unless instructed to do so by the headteacher or ICT technician.
- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to access personal social media accounts.

5. Personal devices

I will:

- Only use personal devices during out-of-school hours, including break and lunch times.
- Ensure personal devices are either switched off or set to silent mode during school hours.
- Only make or receive calls in areas away from children, e.g. the staff room.
- Store personal devices appropriately during school hours, e.g. a lockable cupboard in the classroom.
- Understand that I am liable for any loss, theft or damage to my personal devices.

I will not:

- Use personal devices to communicate with pupils or parents.
- Access the school's WiFi using a personal device unless permission to do so has been granted by the headteacher.
- Use personal devices to take photographs or videos of pupils or staff.
- Store any school-related information on personal devices unless permission to do so has been given by the headteacher.

I will:

- Follow the school's Social Media Policy.
- Understand that I am representing the school and behave appropriately when posting on school social media accounts.
- Ensure I apply necessary privacy settings to personal social media accounts.

I will not:

- Communicate with pupils or parents over personal social media accounts.
- Accept 'friend' or 'follow' requests from any pupils or parents over personal social media accounts.
- Post any comments or posts about the school on any social media platforms or other online platforms which may affect the school's reputability.
- Post any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.

- Post or upload any images and videos of pupils, staff or parents on any online website without consent from the individuals in the images or videos.
- Give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

I will:

- Ensure I obtain permission from the headteacher before any personal data is transferred from a school-owned device to a personal device.
- Ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- Ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- Ensure no unauthorised persons, such as family members or friends, access any school accounts on personal devices when home working.

6. Training

I will:

- Participate in any relevant training offered to me, including cyber-security and online safety.
- Employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- Deliver any training to pupils as required.

7. Reporting misuse

I will:

- Report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the headteacher.
- Understand that my use of the internet will be monitored and recognise the consequences if I breach the terms of this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

8.

During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours

9.

I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE 2023, now led by the DSL. If I discover pupils may be bypassing blocks or accessing inappropriate material, I will report this to the DSL without delay.

10.

I have read and understood Lyppard Grange's full Online Safety policy Staff ICT and Electronic Devices Policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay as outlined in the Online Safety Policy.



The Use of Digital Images (Still and Video) of my Child

The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use the school's digital recording equipment 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 in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act / UK GDPR and request parents' / carers' permission before taking images of members of the school. The school will also ensure that when images are published, the young people cannot be identified by their full name.

Where consent is given, you are agreeing to the school taking and using digital images of your child(ren), and understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

If you have more than one child at the school, please complete a separate survey for each child.

This form is valid for **the entire academic year**, it will be updated on an **annual** basis. Parents are required to fill in a new form for their child **every academic year**.

1. Child's first name

2. Child's surname

3. Which class is your child in?

4. Official Class Photographs I give consent for my child to appear in the annual class photograph that is taken by an external school photography company.

Yes

No

5. Newspaper Entry I give consent for my child to appear in a newspaper report of a school organised event and that only first names (if any) will be used.

Yes

No

6. School Website I give permission for my child's photograph and/or video to appear on the school website and understand that my child's full name will not be used.

Yes

No

7. Internal School Displays including Digital Screens I give permission for my child's photograph and/or video to appear within school as part of classroom displays and as part of whole school displays. This includes any digital displays within school.

Yes

No

8. School Event Photographs I give consent for my child's photograph to be taken or to be included in filming during a school organised event such as Sports' Day or a school production.

Yes

No

9. Promotional Material I give my consent to my child's image (still or video) to be used in material to promote the school (for example, school prospectus or promotional video).

Yes

No