

Our Safe, Acceptable-Use Agreement for KS2 Pupils



This is how we stay safe when we use computers and other digital technology:

- ✓ I will only access digital technologies when a trusted adult has given me permission to do so and supervises me.
- ✓ I will respect the computing technology and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- ✓ I will only open and delete my own files. I will not open nor delete other people's files.
- ✓ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- ✓ I will keep my username and passwords secure; this includes not sharing it with others.
- ✓ I will always use my own username and password to access RLA's network and online services such as ClassDojo, TTRock Stars, Purple Mash or email.
- ✓ I will use all communication tools such as email, blogs or messaging safely, respectfully and responsibly. I will only send messages that are polite and sensible. I will notify an adult immediately if I notice someone messaging who is not approved by the teacher.
- ✓ I will only use my own RLA e-mail address when e-mailing. I will only open e-mail attachments from people I know, or who my teacher has approved.
- ✓ I will not deliberately look for, save or send anything that could make others upset or scared. If I accidentally find anything like this, I will tell my teacher or parent immediately.
- ✓ I understand what personal information is. I will never share my own or other's personal information such as phone number, home address or names. I will not arrange to meet someone unless this is part of an approved RLA project, approved by my teacher, and a responsible adult comes with me.
- ✓ I will support RLA's approach to online safety. I will not deliberately upload or add any images, video, sounds or text that could upset any member of the RLA community.
- ✓ In order to keep myself and others safe, I know that RLA checks my files and the online sites I visit.
- ✓ I understand that there is monitoring in place (such as Smoothwall, firewalls and filtering) to keep myself and others safe. These filter content and monitor the websites I visit, the keywords I type and the files I download / upload to my device, both at home and at school.
- ✓ I understand that regular monitoring of devices is carried out and if I behave inappropriately whilst using technology, my parents/carers will be informed and appropriate actions taken.

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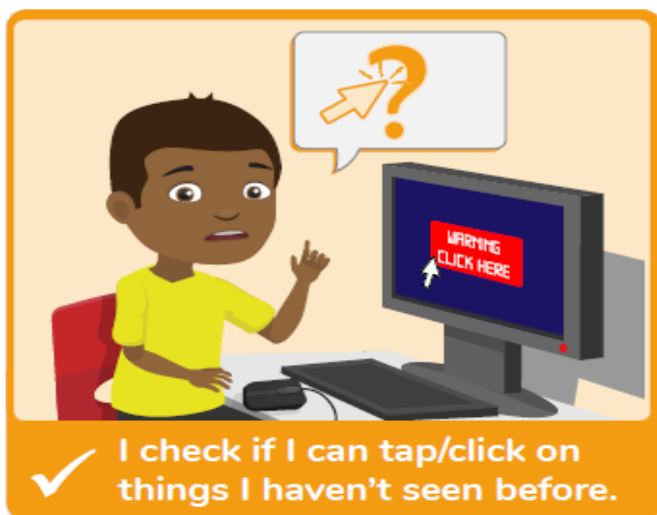
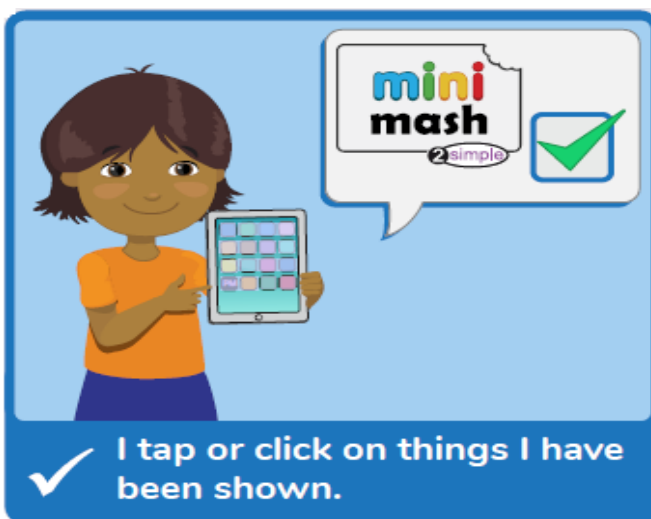
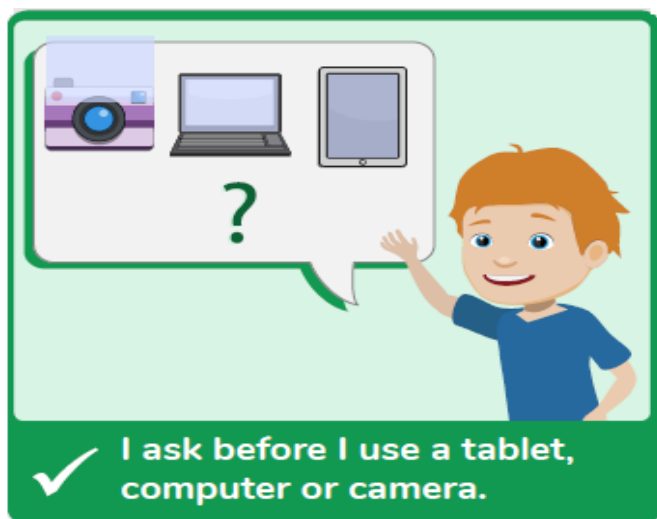
Our Safe, Acceptable-Use Agreement for KS1 Pupils



This is how we keep ourselves safe when we use computers and other digital technology:

- ✓ I will ask a teacher or suitable adult if I want to use a computer, tablet or camera.
- ✓ I will only open the activities that a teacher or suitable adult has allowed me to use.
- ✓ I will take care of the digital technologies which I use, at home and in school.
- ✓ 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 know that I must tell a teacher or suitable adult if I see something on screen that upsets me, makes me scared or that I am unsure of.
- ✓ I will keep my passwords safe and will never use someone else's.
- ✓ I know that personal information, such as my name, address and birthday should never be shared online.
- ✓ I know I must never communicate with strangers.
- ✓ I am always polite when posting on communication tools such as ClassDojo or Purple Mash.
- ✓ I understand that to keep myself and others safe, content is filtered and the websites I visit and the keywords I type are monitored.
- ✓ I understand that devices I use are regularly checked and if I break the rules I might not be allowed to use a computing device.

Our Safe, Acceptable-Use Agreement for Nursery and Reception Pupils



Our Safe, Acceptable-Use Agreement for Parents and Carers



Background and Purpose

With access to discover and learn rich dynamic content; global connectivity; a platform for creativity and a place to engage in collaboration, digital technologies provide a powerful tool for learning. It is therefore essential that children are fully equipped to have the skills and knowledge to safely and responsibly access and use digital technologies, whilst being fully aware of how to protect and safeguard themselves.

Our Parent/Carer Safe, Acceptable-Use Agreement is intended to help share the importance that we place on keeping children safe, particularly in regard to online safety. We want to encourage and support parents/carers to be actively involved in their child's online safety education, including encouraging transparent behaviour, critical thinking and timely reporting.

RLA wants to provide every child with the best access it can to safe online technologies. We use firewalls, filtering, device restrictions and Smoothwall to ensure we provide a safe and secure online environment by filtering content and monitoring websites visited, keywords typed and files uploaded / downloaded. Alert systems ensure issues are flagged immediately, logged and key members of staff alerted to help protect children from unnecessary risks. Monitoring takes place on devices both in school and on RLA devices taken home. Our IT Manager also carries out regular spot check monitoring on devices used in school.

At RLA, we actively encourage children to think critically about content and communication to and from others; and to develop strategies for recognising inappropriate content/behaviours and how to deal with them. In return, RLA expects the children to demonstrate that they are responsible users of digital technologies at all times.

Parents/Carers, we ask you to support us by:

- ✓ Sharing safe, responsible online behaviours with your child, emphasising the importance of our Safe, Acceptable-Use Agreement and its rules which your child has agreed to.
- ✓ Highlighting the importance of accessing only age appropriate content and sites
- ✓ Explain the pitfalls and potential inaccuracies of social media eg biased websites.
- ✓ Explaining how to keep an appropriate digital profile for your child.
- ✓ Discussing what is and what is not appropriate to share online.
- ✓ Emphasising never to meet anyone online; nor trust that everyone has good intentions.
- ✓ Reporting any concerns that you may have whether home or school based.
- ✓ Stressing the importance of openness when being online and that no one should ever be too ashamed or embarrassed to tell a trusted adult if they have seen/shared anything concerning or have had inappropriate online contact.
- ✓ Drawing up an agreement of online safety rules for outside of school that are applicable even when your child is at a friend's home.
- ✓ Avoiding posting or replying to any comments about RLA to social media that may have a negative impact. Any concerns or worries should be reported to the school in the first instance.

Permission Access. By signing below, you are:

- ✓ agreeing to allow your child access to RLA's approved internet, ICT systems and educational services;
- ✓ aware that your child has signed/agreed to RLA's Safe, Acceptable-Use Agreement for RLA pupils;
- ✓ aware of your role and responsibility in keeping your child safe on-line

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We have discussed this and (child's name) agrees to follow the rules outlined in RLA's Safe, Acceptable-Use Agreement and to the safe, responsible use of ICT at RLA.

I(Parent/Carer's name) agree to model and supervise safe and responsible digital behaviours at home.

Parent / Carer SignatureClass Date

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Safe, Acceptable-Use Agreement for RLA Staff



Background and Purpose

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for teaching, learning and assessment. Digital technologies give staff opportunities to enhance children's learning and enable staff to become more efficient and effective in their work. The very nature of digital technologies means that they should be used with care; particular attention must be given to demonstrate and model appropriate behaviours and avoidance of misuse at all times.

Professional integrity and strong moral purpose must be upheld at all times by all staff. It is the duty of all RLA staff to ensure that RLA children get the very best start to the world of digital technology, including providing a robust, rich online safety education for the children with clear reporting procedures for infringements to safeguarding. Having a transparent approach to using digital technology is a must. Staff must develop children's critical thinking, along with strategies for avoiding unnecessary harm and strategies for dealing with online safety infringements.

RLA's internet, network and ICT systems and service subscriptions must be used with the utmost professionalism at all times. RLA provides its staff with secure systems through firewalls, filtering, device restrictions and Smoothwall which have inbuilt filtering, monitoring and virus protection. Anyone with access to these systems should be aware that their use of the systems is monitored on RLA devices both in and out of school and this can be used to form evidence should any suspected infringements occur.

By signing this agreement, you will have access to RLA's systems and technologies. You acknowledge that you agree to all the statements below; and that you have read and understand school policies which have a bearing on this agreement.

- I will demonstrate the value of the use of digital technologies in improving the outcomes for children in my care;
- I will educate children in my care about the safe, responsible use of digital technologies, acting on any online safety issues in accordance with RLA's policies;
- I understand my use of RLA's ICT systems/networks/ technologies and internet are monitored through various technologies such as firewalls, filtering and Smoothwall
- I know that, in and out of RLA, I must abide by the rules/statements set out in this document when using systems, accessing/transferring data that relate to RLA or impact on my role within RLA and wider community;
- I know what the GDPR is and how this has a bearing on how I access, share, store and create data;
- Any data that I have access to away from RLA must be kept secure and used with specific purpose. As outlined in RLA's Data Protection policy, it is my responsibility to ensure that, when accessing data remotely, I take every precaution to ensure the integrity and security of the data is maintained;
- I understand that I am fully responsible for my behaviours, in and out of RLA. As such, I recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role;
- I recognise that my social media activity (as noted in RLA's Staff Code of Conduct) can have a damaging impact on RLA and children in my care, if I fail to uphold my professional integrity at all times whilst using it;
- If I am contributing to RLA's social media account(s) or website(s), I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded;
- I will never upload images/video imagery of staff/pupils or other stakeholders to my personal social media accounts unless there is significant educational reason to do so; and that permission has been granted by the Headteacher in writing for each occurrence;
- I will inform RLA at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about other's behaviour/conduct, I will notify the Headteacher at the earliest opportunity;
- I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause or incite harm, fear or upset to others;
- I will never download or install software for non-education purposes;
- I shall keep all usernames and passwords safe and never share them;

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- I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/ services/content remotely;
- Any personal devices I own shall not be used to access school systems/data/services/content remotely unless I have adequate virus protection and permission from the Headteacher.
- I understand that personal mobile devices shall not be used during times of contact with children. These devices will have password protection;
- I know that I am responsible for the appropriate use of personal technologies, such as smart watches, when working with children;
- Any educational visits or activities that require a mobile phone/ camera will be provided by RLA and any data collected on them will be used in accordance with RLA policies.

Staff Name.....

Signature Date