



Grouville School Responsible Use Agreement for Computers and Mobile devices for Children in KS2 – November 2014

Well-being and achievement are at the heart of Grouville School so that we can all develop as Life Long Learners and take responsibility for ourselves and the community.

As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, enhance creativity and promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Responsible Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the Internet and other digital 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.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Responsible Use Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.

For my own personal safety:

- I understand that Grouville School will monitor my use of the systems, devices and digital communications.
- 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. The only exception to this rule is if my teacher requests my username and password for personal devices, to check suitability of content and use.
- I will be aware of "stranger danger", when I am communicating on-line.
- 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, educational details etc)
- I will immediately report to a responsible adult any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so

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

- 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.

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

I recognise that Grouville School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school :

- I will only use my own personal devices (mobile phones / USB devices/ Kindles etc) in school if I have permission to do so.
- I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment.
- While Grouville School will take reasonable measures to ensure the safety of my personal device(s), I agree that Grouville School does not accept responsibility for loss or damage to the device. My parent or guardian recognises that I am bringing my device into a busy classroom environment where loss and damage may be likely to occur.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, regardless of how this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos) unless I have proper permission to do so.
- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Responsible Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / Internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please retain this RUA for you reference.

Please sign and return the attached Agreement Form to show that you have read, understood and agree to the rules included in the Responsible Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

We will not necessarily require this document to be signed annually. It will be updated in line with ESC requirements

Pupil Responsible Use Agreement Form – November 2014

This form relates to the pupil Responsible Use Agreement, which it is attached.
Please complete the sections below to show that you have read, understood and agree to the rules included in the Responsible Use Agreement. If this agreement is not signed by December 16th 2014, access will not be granted to school ICT systems.

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

- I use the Grouville School systems and devices (both in and out of school)
- I use my own devices in school (when allowed) eg mobile phones, USB devices, Kindles etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil

Class

Signed

Date

Parent / Carer Countersignature

I have carefully read through this Responsible Use Agreement document with my child.

Name of Parent

Signed

Date