

Parent/Carer Acceptable User Policy for Students' use of Technology and the Internet

The school uses technology, including the internet, to support the curriculum wherever this is appropriate. Students are taught computing and about effective and responsible use of technology and the internet. Students are given guidelines and taught how to be careful and considerate in their use of technology and the internet and how to maintain a balance between this and other activities.

The school may use approved blogs, emails, picture galleries and other tools to help with educating your child. Children and staff will always use responsible and caring language online.

All users must remember that accounts are not private and can be viewed at any time by the school IT department and the Senior Leadership Team. Students' use of our IT systems is monitored, enabling staff to see students' activity.

Students will:

- only use technology including computers and mobile devices when they have been told that they can.
- only use the school technology for those activities which they have been given permission.
- be told about online bullying and what to do if it happens.
- use only the user names and passwords for which they have permission.
- not download and use material or copy and paste content which they do not have consent to use.
- not attempt to search for, view, upload or download any inappropriate or unsuitable material.
- inform a member of staff if they have accidentally found inappropriate or unsuitable content.
- use responsible and caring language in communicating with others.
- be helped to maintain a balance between the use of technology and other activities.
- be helped to discuss their use of the internet especially sites where there is communication with others (e.g. social networks).
- only use mobile devices when directed by staff
- be encouraged to talk with their parents or carers about the rules for the safe use of the internet.
- be made aware that the school may investigate incidents that happen outside of school but could affect life in school.

Whitstone School Academy Trust have adopted the Google Suite of Apps for Education. Students have access to Google Classroom and will use their Google Suite accounts to access work and resources provided by their teachers and to complete assignments using Google Classroom, create and store files using Google Drive, and their Google Suite account is used to sign into epraise.

In the event of a school closure or partial closure, lessons will continue to be provided using Google Classroom. We will also offer live lessons using Google Meet and require your consent before your child may participate. Google Meet is a live video session enabling our teachers to create a lesson with the students who are in their class and deliver a live, remote lesson. We would ask students by default to switch *off* their video and audio feeds so the only person visible is the teacher but occasionally students will be asked to switch on their audio or video to engage with the lesson. We insist that our students must:

- be dressed for the day in suitable daytime clothing
- ensure they are able to learn in a suitable space, not in a bathroom or bedroom
- respect the teacher's privacy and not attempt to record or take images from their live lessons unless their teacher has provided explicit consent

Our usual expectations with regards to students' behaviour will apply.

Misuse of technology may result in:

- a ban, temporary or permanent, on the use of the internet / technology resources
- action in line with the school's behaviour policy
- parents/carers being informed about an incident and actions taken

Parents and carers work in partnership with the school when they:

- discuss online safety issues with their children and work to build responsible use of technology
- work with the school in promoting positive use of technology and the internet
- inform the school if they think there is an online safety issue related to the school
- raise concerns about the school through the appropriate channels

Please ask a member of staff if you have questions about any part of this document. **Please sign below and return this form to the school.**

- I have read and am happy with the description of the school's technology and internet use.
- I will work with the school to help my child develop appropriate use of technology.
- I am happy for my child to experience the internet use described.
- I am happy for my child to use Google Meet

Student Name (PLEASE PRINT) _____ Class _____

Name of Parent or Carer (PLEASE PRINT) _____

Signature of Parent or Carer _____ Date _____