



St Paulinus Church of England Primary School

As children of God at St Paulinus, we strive to **nurture** the gifts given to us by God so that our school is a happy, caring place where everyone is valued, safe and able to learn and grow.

“Having gifts that differ according to the grace given to us, let us use them” (Romans 12,6)

NURTURE: Knowledge, Curiosity, Resilience, Respect, Spirituality, Creativity & Love

Acceptable Use Agreement: Parents and Carers 2023

Introduction and aims

ICT is an integral part of the way our school works, and is a critical resource for pupils, staff, governors, volunteers, parents, carers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for pupils, parents and carers.
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school’s policy on data protection, online safety and safeguarding
- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- Support the school in teaching pupils safe and effective internet and ICT use

Pupils:

When using the school’s ICT facilities and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher’s permission
- Use them to break school rules
- Access any inappropriate websites

- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the behaviour policy, if a pupil engages in any of the following at any time (even if they are not on school premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language

Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, for using personal electronic devices in school and behaviour outside of school, and will make sure my child understands these.	
Signed (parent/carer):	Date:

Parents:

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Parentmail
- Our virtual learning platform (Google Classroom)
- Email: admin@st-paulinus.bexley.sch.uk

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, or personal social media, to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

Signed (parent/carer):	Date:
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Photographs and videos

We sometimes take photographs and videos of pupils. We may publish photographs in printed documents such as our school prospectus or newsletter. We may also use photographs and videos on our school or Trust websites.

We do not include the full names of pupils in the credits of any published school produced videos or photographs.

If you do **NOT** want your child to be in any photograph or video used on the school or Trust newsletter, prospectus or website please sign below:

I do not give my permission for the school to take photographs or videos of my child that may be published in printed materials or on the school, or Trust, websites.	
Child's Name:	Parent/Carer Name:
Parent/Carer Signature:	Date: