



Dear parents and carers,

As pupils integrate the use of technology more and more into their lessons, it is important that the whole School community agrees with, and supports, the safe and appropriate use of technology at home and at AGFS.

In order to ensure this, the School requires all parents, carers and pupils to be signatories of our Acceptable Use Policy, which accompanies this letter. The policy outlines the rules for use of technology at AGFS (computers, the Internet, the School network, etc.), as well as guidelines and recommendations for the use of technology in the home. There are two parts: one for parents and carers only, and one for both parents/carers and pupils.

Please read and discuss this Policy with your child, in order to ensure both that you are happy with it and that your child understands and agrees with the content. If you have any questions about the policy, please contact the School Office (info@arkgreenwich.org or 0208 319 3692) and we will be happy to answer them.

The AUP is crucial to ensuring the safe and appropriate use of technology at the Ark Greenwich Free School, and it is therefore very important that we receive the agreements for every child. **Please note that if you do not return the signed agreements, we may restrict your child's access to technology while in School until we receive them.**

We thank you for your support and cooperation.

Yours sincerely,

A handwritten signature in purple ink, appearing to be "Mr Spiers".

Mr Spiers
Headteacher
Greenwich Free School

Acceptable Use Policy Agreements

New technologies have become integral to the lives of children and AGFS pupils in today's society, both within schools and in their lives outside school. Technologies open up new learning opportunities for everyone. They can stimulate discussion, promote creativity and effective learning, and promote more effective communications between parents, carers and the School in order to support AGFS pupils with their learning.

AGFS pupils should have an entitlement to safe internet access. This Acceptable Use Policy is intended to ensure:

- All AGFS pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of AGFS pupils with regard to their on-line behaviour.

The school will try to ensure that pupils have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached, so that parents and carers will be aware of the school expectations of the AGFS pupils in their care.

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of learning and activities. These images may then be used in presentations in subsequent lessons or 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 and request parents' and carers' permission before taking images of members of the school. We will also ensure that when images are published the GFS pupils cannot be identified by the use of their names.

Additional Guidance on Safe Use of ICT at Home

Keeping Safe

- Discuss user names with children and talk about how to choose them carefully to protect their identity.
- Talk to AGFS pupils about the information they should keep private in order to prevent them being contacted or traced including full name, address, telephone no, school, places they do regularly.
- Talk to AGFS pupils about the need to limit access to their own information by using the safety and privacy features of sites to only give access to people they know and being careful who they add as friends.
- Model safe behaviour in your use of ICT.

Research and Fun on the internet

- Talk to your child about the fact that any information published on the web can be read by anyone and that they should only publish information they would be happy for anyone to read.
- Check information that younger users are publishing on the web before it is posted to ensure that they are not putting themselves at risk.
- Check that they are old enough for the sites they are using.

Communicating

- Discuss the need for AGFS pupils to be polite to others online and that they should not use bad language or comments which might upset others.
- Discuss the fact that e-mails / messages can be intercepted and forwarded on to anyone (including parents, school staff and future employers!).
- Ensure that AGFS pupils know they should not open messages if the subject field contains anything offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.
- Recognise that there is a difference between online friends who you will never meet and real world friends. Talk to your child about their online friends.
- Remind your child that people they talk to online may not be who they seem.

Sharing

- Ensure your child knows that downloading games and music that is copyrighted without paying for it is illegal.

Buying and Selling Online

- Help AGFS pupils to tell the difference between web sites for information and web sites selling things.
- Discuss how to recognise commercial uses of the internet e.g. I Tunes, mobile phone downloads, shopping.
- Remind AGFS pupils that if an offer looks too good to be true it probably is and that they should not respond to unsolicited online offers.
- Remind AGFS pupils that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

Problems

- Ensure that they know that if they receive an offensive or worrying message/e-mail they should not reply but should save it and tell you.

Permission

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Pupil Name

As the parent/carer of the above pupil, I give permission for him/her to have access to the internet and ICT systems at school. I know that s/he has signed an Acceptable Use Agreement (AUP) and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that AGFS pupils will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

I agree to the school taking and using digital/video images of my child/children. I 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.

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

I agree to ensure the safe and appropriate usage of social networking site, e.g. Facebook, and understand that such sites are not intended for the use of pupils under the age of 13.

Home Use of the Internet

We hope you will reinforce the issues contained in the Pupil Acceptable Use Policy when your child uses the internet at home. In order to do this we recommend that you:

- Ensure that children access the internet in a communal room and that there is appropriate supervision for the age of your child (including supervising all internet use by younger users).
- Set appropriate rules for using the ICT and the internet safely at home. The school rules could provide a starting point.
- Inform the school of any concerns that the school could help to address through teaching.
- Ask your child about the sites they are visiting.
- Ensure that family computers are password protected and have robust anti-virus software which is regularly updated.
- Ensure content is appropriately filtered for younger users.
- Ensure that your child knows that any protection system does not stop all unsafe content and that they need to tell you if they access something inappropriate or get an upsetting message.
- Reassure your child that if they talk to you about a problem they are having on the internet you will not ban them from using it as this will discourage them from telling you.
- Ensure that your child knows not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them.

Parent/Carers Name

Date



Ark Greenwich Free School

Pupil Acceptable Use Policy Agreement

As a pupil of the Ark Greenwich Free School:

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- I understand that Facebook and other social networking sites are not intended for the use of pupils under 13 years of age, and I will not encourage or promote their use among younger pupils at GFS.

Dear Parent/ Carer

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanations can be discussed with your child's Form Tutor..

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Pupil and parent/carers signature

We have discussed this document and(pupil name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at the Ark Greenwich Free School.

Parent/ Carer Signature

Pupil Signature.....

Form Date