

# St. Paul's Catholic Primary School



## Acceptable Use of IT Policy for Parents and Carers

**This policy is emailed annually at the start of the academic year and it is expected that all parents/carers will adhere to it.**

To ensure clarity, the e-safety rules for pupils will be included with this parental acceptable use Policy and emailed annually to parents as well as being available on the school website.

This policy is intended to ensure:

- You are aware of what St Paul's is doing to help your child become a responsible user of technology and stay safe at school
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home. St Paul's will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

### **Content**

- We only allow children to use age appropriate web sites in school. We appreciate that you may allow them to use sites that they are not old enough for at home. If this is the case than **we expect you will monitor their use and will deal with any issues that arise.**
- We prevent the use of age inappropriate online gaming sites in school as these can contain adult content and enable adults to make contact with children online.
- The school takes reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be responsible for the nature and content of all materials that are accessible using technology as security systems cannot protect against everything. We teach children about the risks of use technology and how to keep themselves safe.

### **Contact and Images (Staff and Pupils)**

- School policy requires that staff do not make contact with parents or children through social networking sites or personal e-mail addresses but only through agreed school systems. **This being the case we hope you will respect this by not contacting staff on social networking sites and will understand when staff do not reply.**
- I understand that I, and others, when attending, school/class performances/events, may take images of my child/their child or staff. However, in accordance with this Acceptable Use Policy these images are for personal use only and **MUST NEVER** be shared on any social media platform.

### **Conduct**

- Your child is expected to behave well online as they are expected to during all other school activities.
- Bullying will not tolerated in any form and this includes online. Any instances of this investigated according to our anti-bullying policy.
- Your child will be taught about e-safety and keeping safe using technology. We hope that you will support the school by encouraging your children to use the SMART rules about safe use of the internet at home.
- Your child should only use their own log in for systems and to keep their details private. Your child is responsible for anything their log in is used for.
- Your child's use of ICT in school will be monitored and we will contact you if we have any e-safety concerns.
- You should understand that **social networking sites like Facebook are designed for older users**, that primary children could be at risk if they use them and that you should take full responsibility for monitoring their use if you allow your child to use them. **If you use these sites as a parent/carer you should model safe use and should not discuss school related matters or pupils in a public arena.**
- If you become aware of any online problems you should contact a member of staff
- You will make sure that your child does not bring any electronic devices to school, including mobile phones (although exceptions are made for older children who walk home by themselves), this includes Smart watches with the capability of taking photographs and accessing the internet. You will make sure that your child is aware that the phone and other devices should not be used in school.
- You should be aware that mobile devices should not be used to take photographs of children/adults unless permission has been sought.

### **Problems**

- **We can only take responsibility for e-safety issues that happen in school.**
- Any issues you are made aware of about the use of technology in school should be reported immediately to the child's teacher so that appropriate steps can be taken.
- If your child does not behave appropriately online then the school will take steps to deal with this as with any other issues with behaviour.
- You are obviously responsible for your child's safety online when at home and we would hope you will be discussing e-safety with your child and monitoring their use of computers and mobile phones.

### **By signing this permission form you agreeing that:**

- your child can use school ICT systems
- you have read and discussed the rules of the parent/carer Acceptable Use of ICT and E-safety policy with your child
- You understand the rules that your child should be following when using ICT in school

