

Barcombe - Hamsey - Plumpton
Skylark Federation

Early Years and Key Stage 1 (EYFS- Year 2)

The Agreement

This Agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

This is how we stay safe when we use computers at school and at home:

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell an adult if I see something that upsets me on the screen or if I am worried;
- I know that if I break these rules, I might not be allowed to use the computers / devices;

When I am learning from home (Using Google Classroom/Tapestry)

- I will ask an adult if I want to use a computer or device;
- If I am in a 'live lesson' with my teacher an adult will be close by me;
- I will make sure that I use my computer or device in a sensible place (not in my bedroom);
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell a teacher or adult if I see something that upsets me on the screen.

Child's Name…….

Class…… Date…….

Parent's Name…….....

Parent's Signature……... Date…….

Key Stage 2

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Agreement is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

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

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school will need to be checked by the teacher if I want to share work to make sure it is appropriate.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

I will act responsibly towards others, as I expect others to act towards me and:

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.

- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidently come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.

When working from home (remote learning):

These expectations are in place to help keep me safe when I am learning at home using Google Classroom.

- When taking part in a live session I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not change or edit of any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- I understand that I must behave online as I would in a classroom;
- I will only use the chat feature for work-related discussions;
- I have read and talked about these rules with my parents/carers;
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.
- I have read and talked about these rules with my parents/carers.

Child's Name……. Child's Signature ……

Class…… Date…….

Parent's Name…….....

Parent's Signature…….. Date……

Template letter to Parents/carers for Early Years - KS1 Children.

Dear Parents and Guardians,

As part of their learning and development, your child will have the opportunity to access a wide range of digital technologies, including computers, games and I-pads at school. We recognise the value of using these digital technologies and the potential risks involved. We therefore have rigorous online safety policies and procedures in place which are available on our website.

During a time of Remote Home Learning your child will also need to access digital technology at home, as they do at school. We recognise the value of using these digital technologies but, also, the potential risks involved.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the agreement below and discuss this with your child. We then ask that you sign and return the slip below. We understand that your child is too young to give informed consent on his / her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful and safest partnership.

Hopefully, you will also find these rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies, both within and beyond the early years setting environment, such as at home or at a friend's home.

Signed by DSL/Head etc

Acceptable Use of Technology Template Statements and Forms for Parents/Carers-

- I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement for school and understand that will help keep my child safe online;
- I understand that the agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation;
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed;
- I give permission for my child to access Google Classroom/Tapestry.
- I give permission for my child to participate in live daily check-ins.
- I understand that any live sessions will be recorded and saved on the school server, and kept in accordance with data protection;
- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems;
- I give permission for my child's work to be used on school Social Media Account;
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community;
- I understand that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement or have any concerns about my child's safety;
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school community's safety online;
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding;
- I understand that I must have returned this Consent for Remote Learning Form before my child can take part in any Remote Learning.

Child's Name…….. Class……

Parents Name…….....

Parents Signature…….... Date…….

Remote Learning Acceptable Use Agreement for Staff and Volunteers

- that staff and volunteers at school will be responsible users and stay safe while using the internet and other communications technologies whilst remotely teaching pupils who are not in school.
- that school users are protected from accidental or deliberate misuse that could put users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

School will try to ensure that staff and volunteers have good access to digital technology and training to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

This agreement works alongside Remote Learning Policy/Online Policy.

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

- I will be aware of and understand my responsibilities when delivering remote lessons.
- I understand that communication with children both in the "real" world and through web interactions should take place within explicit professional boundaries.
- I will be aware of the following policies and procedures:

Safeguarding and Child Protection Policy
Covid-19 Annex to Safeguarding Policy
Online Policy and Staff Acceptable Use Policy
Behaviour policy
Staff Code of Conduct
Anti Bullying Policy

- I will not use any personal accounts to communicate with pupils and/or parents/carers
- I will not seek to communicate/make contact or respond to contact with pupils outside of the purposes of my work or outside of school hours;
- I will only use work provided equipment.
- I am aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school safeguarding procedures.
- I will report any suspected misuse or problem to the Online Safety Coordinator (DSL) or Network Manager for investigation / action / sanction.
- If I am a Class Teacher, I will ensure all my pupils have understood and returned the Pupil Remote Learning Home Agreement;
- If I am a Class Teacher, I will provide remote pastoral care for my class;
- I will continue to look out for signs that a child may be at risk whilst teaching remotely;

- I understand that it is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images;
- I will be mindful of the added pressure that remote learning can add to any household and, particularly, in a household with more vulnerable children;
- If I am a SEN Teacher, I will assist teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance;
- If I am a Class Teacher, I will ensure I have regular contact with my class;
- I will contact pupils only via school provided email accounts or logins;
- When recording videos and for live lessons I understand that I must wear appropriate clothing;
- I understand that live sessons will be recorded and backed up on Google Drive, so that if any issues were to arise, the video can be reviewed and I understand that these recordings will be kept in accordance with data protection.
- I understand that any 1-1 live lessons need to be pre-arranged, with written parental consent given, and that two adults need to be present. Where 1-1 sessions may be necessary these sessions must be recorded and saved to the Google Drive where this can be reviewed at any time;
- I will not record lessons or meetings using personal equipment;
- I understand that any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; where possible, they should be against a neutral background;
- I understand that all my language must be professional and appropriate.
- I understand that family members should not be in the background of a lesson.
- I will not give out my personal details;
- I will not take images of pupils for my own personal use;
- I will not display or distribute images of pupils unless I have parental consent to do so (and, where appropriate, consent from the child);
- At the beginning of each session I will remind pupils of behaviour expectations and reporting mechanisms at the start of the session, including the use of microphones and chat features;
- I will remind pupils to report concerns during remote and/or live streamed sessions;
- If inappropriate language or behaviour takes place, pupils involved will be removed by staff, and concerns will be reported to SLT;
- Inappropriate online behaviour will be responded to in line with existing policies such as Acceptable Use of Technology, Allegations against Staff, Anti-Bullying, and Behaviour;
- I will report any safeguarding concerns to school Designated Safeguarding Lead, in line with our Child Protection Policy.

I have read and understood the Remote Learning Acceptable Use Agreement for staff.

Name: ……

Date……

Further Guidance for Schools during Remote Learning

The following guidance is intended to sit alongside the model Online Policy and has been collated from examples of good practice seen in schools across the area and can be used to supplement/aid your remote learning provision and expectations.

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. Children and young people need the help and support of schools to recognise and avoid online safety risks and build their digital resilience.

Schools should aim:

- To provide and deliver an enriching curriculum remotely
- To do so safely and with consideration of online dangers
- To continue to promote good relationships and conduct between all members of the school community.

Guidance for Staff and Governors

- All staff should be aware of and understand their responsibilities when delivering remote lessons
- All staff should be aware of policies and procedures which relate to remote learning, safeguarding and behaviour. These policies may include:

Safeguarding and Child Protection Policy
Covid-19 Annex to Safeguarding Policy
Online Policy and Staff Acceptable Use Policy
Behaviour policy
Staff Code of Conduct
Anti Bullying Policy

- Staff should report any safeguarding concern to the DSL.
- The DSL should identify any safeguarding concerns raised regarding staff or pupils and act accordingly as per normal procedures.
- The DSL should provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care, relevant staff will be in regular contact with those pupils.
- Staff should be aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per the school's safeguarding procedures.
- Staff should report any suspected misuse to their DSL for investigation / action / sanction
- Staff should ensure that pupils and parents have understood and returned a Pupil/Parent Acceptable Use Agreement.
- Staff should provide remote pastoral care, passing on any academic or pastoral matters to the appropriate member of staff.

- Staff should make provisions for those families who have limited facilities or resources to access the remote learning.
- It is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images.
- Staff should be mindful of the added pressure that remote learning can add to any household and, particularly, in a household with more vulnerable children.
- SEN and EAL Teachers should aim to assist teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
- Form/Class Teachers should aim to make regular contact with their pupils and parents via school email accounts/logins or, where necessary, by phone.
- All remote learning and any other online communication should take place in line with any current school confidentiality expectations.
- Appropriate privacy and safety settings should be used to manage access and interactions.
- When recording videos and for live lessons staff must wear appropriate clothing; professional conduct, language and dress are expected.
- Any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; where possible, they should be against a neutral background.

Responsibilities of parents and pupils for live lessons/meetings with school staff:

- Pupils should take part in live lessons from somewhere appropriate at home with limited distractions and in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer.
- Pupils should only communicate with the teacher through pre-arranged live lessons or via school email; ideally, parents should be copied into this correspondence.
- Pupils can have their microphones muted by a member of staff and should wait for the teacher to unmute them rather than unmuting themselves.
- Pupils should not record teacher audio or video presentations or take screenshots or photos of teachers and other students
- Pupils should not share or distribute any of the teacher presentations and online teaching resources
- Pupils should not edit any of the teaching resources made available except for their own personal use
- Breach of any of the above could result in removal from the lesson, access to online content removed and an appropriate sanction set in line with the school's Behaviour Policy and procedures
- Pupils should behave online as they would in their classrooms. This should be in accordance with the school's Behaviour Policy
- Pupils and parents must be aware that the school takes online bullying very seriously and will respond as per the school's Anti-Bullying policy to any incidents of this nature.
- Parents should be aware that there are lots of people offering support to parents for home schooling via groups and live streams across a multitude of platforms. This could create an opportunity for inappropriate people to gain access to young people. Vigilance is vital.