Pupil Acceptable Use Policy Agreement-KS2

Dear Parents/Carers,

ICT Usage Policy and Agreement

This document has been written to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers including cameras and other devices. By using the ICT in school, you have agreed to follow these rules. These rules will be discussed with you as a class before you sign them. If you have any questions, please ask your teacher.

Internet use includes accessing the World Wide Web and the use of electronic mail. The school encourages use by pupils of the Internet, together with the development of appropriate skills to analyse and evaluate resources found on it. These skills will be fundamental in the society our pupils will be entering.

Google Apps for Education

As part of our Computing Curriculum, the school is introducing a service called Google Apps for Education. This new service is powered by Google and we will be joining over 8 million other pupils and teachers that are already using Google Apps at schools around the world. The service will give our children and staff access to a set of tools which will support the high levels of collaboration that are required in today's classroom to prepare students with communication and collaboration skills for life. Apps for Education will also enhance the delivery of not only our Computing curriculum, but lessons cross curricular.

What's included in Google Apps?

•**Gmail** provides email storage with extra security including _restricted incoming and outgoing email_ access. Emails by pupils are restricted to within Withycombe Raleigh's email directory ONLY. These email communications are monitored and recorded. Pupils will NOT be able to send and receive emails outside of our school community unless restrictions are lifted by an administrator for specific teaching purposes.

•**Google Calendar** enables us to create and share school or class calendars with events.

•**Google Docs** lets pupils create and share documents, spreadsheets, presentations, drawings and forms. This also allows pupils to work collaboratively on projects simultaneously in real time. Pupils will be able to work on the same document from their own homes.

•**Google Sites** makes it easy to collect, share, and publish all types of content in a single website. Pupils may also be using sites to create portfolios of work.

What are the benefits of Google Apps and what's included?

•**Ease of access**: Pupils can access Google Apps at anytime, anywhere. It is designed to work in any browser (Google Chrome, IE, Firefox etc.) and on any computer or tablet. This enables access to your email, calendars and documents (Word, Excel, PowerPoint and Publisher alternatives) from school or at home.

•**Online storage** means that no flash drives (memory sticks etc.) are required with documents and files stored in Google Docs.

•**Collaboration** between students from other classes, schools*, even different countries*, working together on group projects. (*carefully selected and teacher lead). During collaborative work teachers can monitor progress of each child and provide instant written feedback visible to the group or to the individual. This enhances teaching and learning and provides instant and accurate assessment.

•**Online portfolios** of work can be developed by students.

Within the Withycombe Raleigh Google Apps service:

•There will be no advertisements.

•No external email addresses can contact pupil accounts and vice-versa (unless agreed by the Computing Coordinator eg: pen pals with other schools or password reset emails from carefully selected educational websites).

•All email communication and comments within collaborative work are monitored. This information will be used in conjunction with the behaviour policy.

•Work uploaded to Google Drive remains the property of the creator; it is not copied or kept by Google if it is removed by the creator.

User Access

Pupils will be shown how to use Google Apps within the Computing Curriculum. Pupils will be provided with unique usernames and passwords. Parents/Carers are encouraged to explore Google Apps with their children by logging in together and accessing their school work stored in Google Apps. Pupils will follow school policies for appropriate use when using Google Apps. The service is an extension of the school's own network. Pupils know that the school has the right and ability to monitor user accounts for policy and e-safety purposes as well as having the ability to remove access to some or all Google Apps.

Summary for Parents

Google Apps for Education is an essential part of the curriculum, for all subjects, and pupils without parental permission will be unable to participate in any lessons across the curriculum using Google Apps. All email communication is archived and the school's Acceptable Use Policy will be enforced. School staff will monitor the use of Google Apps when pupils are at school. Parents/Carers are responsible for monitoring their child's use of applications when accessing Google Apps from home. Pupils are responsible for their own behaviour at all times. We are excited to be bringing these tools to the school. Don't hesitate in asking for more information about this decision and how it will impact teaching, learning and communication. This letter can also be found on the school website under http://www.wrpschool.org/parents.html - documents and links section.

Following these simple rules will help school to keep you safe:

•At all times, I will think before I click (especially when deleting or printing).

•When using the internet, I will think about the websites I am accessing.

•If I find a website or image that is inappropriate, I will tell my teacher straight away.

•When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site.

•I know that the Internet is provided for pupils to find information, practice skills and communicate with others. It is not for online gaming at school.

•Internet access is a privilege, not a right and that access requires responsibility.

•Unauthorised use of the Internet or use of unauthorised websites will not be tolerated.

•Individual users of the Internet are responsible for their behaviour and communications over the network.

•When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people.

•Pupils should not expect that files stored on school servers will always be private.

•When communicating online, I will only use my first name and not share personal details such as my email address or phone number.

•In addition to the filtering provided by The South West Grid for Learning the school has its own system for filtering individual websites. Any member of the school community can bring a website which causes them concern to the attention of the ICT Coordinator who can arrange for that site to be blocked in school.

•I understand that people online might not be who they say they are.

•I will not look at other people's files or documents without their permission.

•I will not logon using another person's account (with or without their permission.)

•I will think before deleting files.

•I will ask a teacher before printing any document.

•I know that the teachers can, and will, check the files and websites I have used and visited.

- I know that, when using Google Apps, teachers can and will check the emails that I send and receive.
- I will take care when using the computers and other school equipment.
- I will keep my usernames and passwords secure, but I understand I can share them with appropriate people, such as my parents or teachers but NOT other pupils.
- I will not install any software or hardware (including memory sticks) without permission from a teacher.
- I understand that if I am acting inappropriately or don't follow the rules my access to some or all ICT resources can be suspended. A child who is unable to follow the above rules will be dealt with in accordance with the school's Behaviour Policy.

Keep this at home, perhaps near your home computer ↑

Return this section to school ↓

ICT Usage Policy and Agreement

Pupil: I agree to the ICT Usage Policy and Agreement Rules and understand the consequences for not following them.

Parent: I give my consent for my child to use Google Apps and the secure internet in school. I fully support the school and will promote good e-citizenship at home.

I understand that my child is responsible for their own ICT use in school. I know that my child has signed an Acceptable Use Agreement and has received, or 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 understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and 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 systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Pupil Name:	Date:

Pupil Signature:

Parent/Guardian Signature:

Parent/Guardian Name (Printed)