

British Section - AFNORTH School

**Acceptable Use Agreement      EMPLOYEES**

- I will support and promote the school's E-Safety Policy and help pupils to be safe and responsible in their use of IT and related technologies.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will use the school's email / Internet / Service system and any related technologies for professional purposes.
- I will comply with DCS system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role.
- I will only use the approved, secure email systems for school business.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered pornographic, racist, offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.
- Staff should ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- Issued laptops are for staff use only.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes, online shopping or advertising is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.

I have read and understand the above and agree to adhere to the guidelines and support the safe use of IT throughout the school.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Acceptable Use Agreement      PARENTS**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use of IT Agreement is intended to ensure:

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

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the children in their care.

**Permission**

- I give permission for my child to have access to the internet and IT systems at school.
- I know that my child (Y3-6 only) has signed an Acceptable Use Agreement and has received, or will receive, e-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 children will be safe when they use the internet and IT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or when using mobile technologies.
- I understand that my child's activity on the IT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.
- 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 e-safety.

Pupil Name .....

Parent/Carers Signature ..... Date .....

This is how we stay safe at AFNORTH School when we use computers and IT equipment:

- I will ask a teacher if I want to use the computers or IT equipment.
- I will only use activities that a teacher has told or allowed me to use.
- I will take care of the computer and other IT equipment.
- I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher if I see something that upsets me on the screen.
- I understand that this agreement is to keep me safe and I know that if I misuse IT equipment I might not be allowed to use them.

Signed (child): .....

Signed (parent): .....