







## Elmsleigh Infant and Nursery School Acceptable Use of Technology Policy Acknowledgment - Early Years and Year 1

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP):

### When using a laptop, chromebook or ipad in school:

- I only use the internet when an adult is with me 
- I only click on links and buttons online when I know what they do 
- I keep my information about myself and passwords safe 
- I only send messages online which are polite and friendly 
- I know that Elmsleigh Infant and Nursery school can see what I am doing online 
- I always tell an adult/teacher/member of staff if something online makes me feel unhappy or worried 
- I know that if I do not follow the rules then I will not be able to use school technology and my parents will be told

I agree to follow these rules all of the time when I am using the internet at home or at school.

I, with my child, have read and discussed learner acceptable use of technology policy (AUP). I understand that the aim of the AUP is to help keep my child safe online and applies to the use of the internet and other related devices and services, inside and outside of the school/setting.

1. I am aware that any internet and IT use using school/setting equipment may be monitored for safety and security reasons to safeguard both my child and the school/setting systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
2. I understand that the school/setting will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the school/setting cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
3. I with my child, 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/setting community.
4. I understand that the school/setting will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
5. I will inform the school/setting or other relevant organisations if I have concerns over my child's or other members of the school/setting communities' safety online.

6. 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.
7. I will support the online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
8. If attending a meeting via Zoom, I will ensure the household are aware of the meeting to maintain appropriate content and I will not record the video.

Child's Name.....	Child's Signature .....
Class.....	Date.....
Parents Name.....	
Parents Signature.....	Date.....

## Elmsleigh Infant and Nursery School Parent/Carer Code of Conduct for Social Media Use

Elmsleigh Infant and Nursery School believes that, as adults, we have a responsibility to behave as role models in our own use of social media. The following applies to use of our website, facebook and class dojo.

- \* Staff are subject to a policy and guidance concerning any use they make of such sites.
- \* We ask that parents, carers and other members of the school community also bear in mind their own approach to the use of social media.
- \* We ask that parents do not use social media to raise concerns or complaints but, instead, encourage you to come into school and speak to us so that we can understand and help to solve the problem. As a school we strive to achieve the best for all children, however we recognise that on some occasions you may feel that we could have done better. We ask that careful thought is given to any posts concerning the school or individual members.
- \* It is easy to make comments on social media 'in the heat of the moment' but once material is on the internet it is difficult to fully erase. Such comments can be damaging to individuals and their welfare as well as, potentially, the smooth running of the school.
- \* Where necessary the Police will be informed and legal advice taken with respect to any comments that are threatening, discriminatory, offensive, abusive, use foul language or threaten violence.
- \* If you then feel that an issue has not been dealt with appropriately, we will provide you with the Complaints Procedure. It is all our interests to address issues without delay so that we can maintain the focus on children's welfare and learning.
- \* Although it is rewarding to hear positive descriptions of school experience, it is important to bear in mind that other individuals may not wish to be named and situations can be misinterpreted.
- \* In line with our Safeguarding policy and procedures, posting pictures on social media which include children other than your own is not permitted (unless you have specific parents' permission).

(Code of conduct taken from staff AUP 2020)