

# Garstang Community Primary School

Oak Road, Garstang, Preston, Lancashire PR3 1HT

Tel 01995 603622

[www.garstangcommunityprimary.co.uk/](http://www.garstangcommunityprimary.co.uk/)



“Growing Together”

## Technology in School

At Garstang Community Primary School we recognise the importance of ICT in education and the needs of pupils to access the benefits which the digital environment can offer. These technologies are powerful tools, which open up new opportunities for everyone and can improve effective learning, stimulate discussion and promote creativity. However, above all, we believe that young people are entitled to safe Internet access at all times.

In light of this, and to stay abreast of the ongoing changes in technology and child protection issues, we have the following agreements that apply to you and your child:

- The Parent / Carer Acceptable Use of Technology
- The Pupil Acceptable Use of Technology – Foundation and Key Stage 2
- The Use of Digital / Video Images

Each of these agreements is attached. Please read each one carefully. Once your child starts school, they will discuss the ‘Pupil Acceptable Use Agreement’ with their teacher.

If you have any questions or concerns about anything in this letter or the attached documents please don’t hesitate to get in touch with us.

Yours faithfully

Mrs Stephanie Reeves

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## Pupil Acceptable Use Agreement – Key Stage 2

As a pupil at Garstang Community Primary School, I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my well being or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep any usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's usernames and passwords. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I am invited to meet people off-line that I have communicated with on-line, I will report it to a trusted adult immediately.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission from a member of staff.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

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**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings unless I have permission from a member of staff.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (for example cyber-bullying, use of images or personal information).
- I understand that if I fail to follow the rules set out in this agreement there may be a number of consequences including loss of access to the school network and internet, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Pupil Acceptable Use Agreement. If you do not sign this agreement, you will not be allowed to use any online digital technology in school.**

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## Use of Digital / Video Images Agreement

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

**By agreeing to the Use of Digital / Video images you are allowing the school to take and use images of your son / daughter and you are agreeing to respect privacy when using digital / video images for the duration of their time at Garstang Community Primary School.**