

drb Ignite Multi Academy Trust

Acceptable Use Agreement – Pupils

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1. This agreement is between:

- 1) school name referred to as (*the school*): Beechwood Church of England Primary School
- 2) Pupil name: _____
- 3) Parent/carer name and address: _____

The agreement governs the use and care of equipment assigned to the parent/carer's child (*the pupil*). This agreement covers the period from the date the equipment is issued through to its return date to the school.

Parent/carer to note:

- As parent/carer, I will confirm that I have read the terms and conditions set out in this agreement and my signature at the end of the agreement confirms that I and my child will adhere to the terms of loan.
- All issued equipment will remain the sole property of the Trust school and is governed by the Trust's policies.
- The Trust school is lending my child a device (*the equipment*) for the purpose of remote learning.
- This agreement sets the conditions for taking a <school name> device (*the equipment*) home.

2. Damage/loss

By signing this agreement, I (*parent/carer*) agree to take full responsibility for the loan equipment issued to my child and I have read or heard this Agreement read aloud and understand the conditions of the Agreement.

- I understand that Beechwood C E Primary School owns the equipment. It is NOT ours to keep, and as such, I and my child are responsible for the equipment at all times whether on the school's property or not.
- If the equipment is damaged, lost or stolen, I will immediately inform Jean Adams, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.
- I understand that Beechwood C E Primary School is responsible for the maintenance and operation of the loaned equipment. This includes any hardware or software.
- I agree to keep the equipment in good condition and to return it to the school on demand from the school and in the same condition.
- I will not leave the equipment unsupervised in unsecured areas.
- I will make sure my child takes the following measures to look after the equipment:
 - Keep the device in a secure place when not in use
 - Don't leave the equipment in a car or on show at home
 - Don't eat or drink around the equipment
 - Don't lend the equipment to siblings or friends
 -

3. Acceptable Use

I understand that I CAN:	
Connect to your home or other public Wi-Fi.	
Install a home printer (with permission).	
I understand that I CANNOT:	
Install software unless I have been given explicit permission to do so.	
Store / distribute copyrighted material.	
Store personal information on the device.	
Allow family members to use it or access its features.	
Access any file-sharing websites or services.	
Remove / tamper with any Anti-Virus software.	
Remove / tamper with any monitoring software.	
Install / modify any hardware or open the casing.	
Intentionally or through improper use damage the device.	
Carry out any activity that constitutes 'unacceptable use'. This includes, but is not limited to the following:	
- Using ICT or the internet to bully, harass or cause harm to someone else, or to promote unlawful discrimination	
- Any illegal conduct, or statements which are deemed to be advocating illegal activity	
- Activity which defames or disparages the school, or risks bringing the school into disrepute	
- Causing intentional damage to ICT facilities or materials	
- Using inappropriate or offensive language	
I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above at any time .	
I understand that I can the pupil and others safe & happy at school and at home by ensuring they follow the statements in Appendix A	

4. Personal use

I agree that the pupil will only use this device for **educational purposes only**.

I agree that the pupil will **not** loan the equipment to any other person.

5. Data protection

I agree to take the following steps to keep the data on the device protected:

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of uppercase letters, lowercase letters, numbers and special characters (e.g., asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

If I need help doing any of the above, I will contact the School Office on the email info@beechwood.drbigitemat.org

Return date

I will return the device in its original condition to the school office within 2 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

6. The Agreement signature section

If parents are collecting the equipment, request a signed copy of this form and insert:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

THE PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

7. Device being loaned

Device Model	
Serial Number:	
Device Username	
Device Password	
Office 365 Email	N/A
Data Sim Serial Number (If Applicable):	N/A
Loanee (Print Name)	Signed: Date:
Parent (Print Name)	Signed: Date:
Authorised by (Print Name)	Signed: Date:
Date returned	Signed in by: Date:

Appendix A: Pupil checklist

This Checklist will help me to stay safe online at school and at home		
Where:	My trusted adults are:	
At School:	Mrs Blick, Mr Pardoe, Mrs Adams	
At Home:		
Other:		
No.:	Statement	Meaning
1	<i>I learn online</i>	I use the school's internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.
2	<i>I learn even when I can't go to school because of coronavirus</i>	I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3	<i>I ask permission</i>	At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4	<i>I am creative online</i>	I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.
5	<i>I am a friend online</i>	I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6	<i>I am a secure online learner</i>	I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
7	<i>I am careful what I click on</i>	I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8	<i>I ask for help if I am scared or worried</i>	I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9	<i>I know it's not my fault if I see or someone sends me something bad</i>	I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
10	<i>I communicate and collaborate online</i>	with people I already know and have met in real life or that a trusted adult knows about.
11	<i>I know new online friends might not be who they say they are</i>	I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
12	<i>I never go online alone.</i>	I check with a parent/carer before I meet an online friend for the first time.
13	<i>I don't do live videos (livestreams) on my own</i>	I always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
14	<i>I keep my body to myself online</i>	I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and

		no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15	<i>I say no online if I need to</i>	I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
16	<i>I tell my parents/carers what I do online</i>	they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
17	<i>I follow age rules</i>	13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
18	<i>I am private online</i>	I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19	<i>I am careful what I share and protect my online reputation</i>	I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20	<i>I am a rule-follower online</i>	I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21	<i>I am not a bully</i>	I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22	<i>I am part of a community</i>	I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
23	<i>I respect people's work</i>	I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons license.
24	<i>I am a researcher online</i>	I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

Appendix B: Document Owner and Approval

The Headteacher and IT is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available on the school website.

This procedure was approved by the Data Protection Officer on 30th November and is issued on a version-controlled basis under his/her signature.

Name	Signature	Date
Alvin Walters		30/11/2020

Appendix C: Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Alvin Walters	11/3/2019
2	Review and update	Alvin Walters	30/11/2020