



# Acceptable Use Policy Agreement: Parents/carers and Learners

## Trust Policy

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff, workers and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that both academy / trust systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.
- that students and their families understand that all communications must be respectful and used appropriately

The Academy and the Trust will try to ensure that staff, workers and volunteers will have good access to digital technology to enhance their work, to enhance opportunities for student learning and will, in return, expect staff, workers and volunteers to agree to be responsible users.

## Acceptable Use Policy Agreement (to be signed by parent/carer on behalf of themselves & their child having shared this document with them first)

I understand that I must use Trust and Academy systems in a responsible way, to ensure that there is no risk to my child or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety measures to support their learning

Learners: For my personal safety:

- I understand that Venturers Trust will monitor my use of both the Trust and Academy digital technology and communications systems.

- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, Virtual Learning Environment (VLE) etc.) outside of the Trust and Academy, and to the transfer of personal data (digital or paper based) out of the Trust and Academy.
- I understand that the Trust and Academy digital technology systems are primarily intended for educational use and that I will only use the systems for its intended purpose.
- Students: I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be responsible in my communications and actions when using Trust and Academy ICT systems such as email, Google classroom, Microsoft Teams etc:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a respectful manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Trust policies on the use of digital / video images. Where these images are published (eg on the trust & academy websites / VLE's) it will not be possible to identify by name, or other personal information, those who are featured and will only do so once explicit consent has been given.
- I will only use social networking sites responsibly
- I will only communicate with staff and other students regarding school issues and school work carers using official Trust & Academy systems.
- I will not engage in any on-line activity that may be harmful to others or bring the Trust or the Academy into disrepute.

The Academy and the Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust / Academy:

- I will follow the rules set out in this agreement and ensure that I use any equipment provided by school in a responsible and safe way - I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , 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 ensure that my school work is regularly backed up
- I will not try to upload, download or access any materials which are illegal (eg. Images of abuse, criminally racist material, other inappropriate material covered by the Obscene Publications Act) or inappropriate material that may cause harm or distress to others.
- I understand that filtering / security systems are in place to prevent access to such materials.
- 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings on any device provided by the school
- I will not disable or cause any damage to Trust / Academy equipment, or the equipment belonging to others.
- I will not share personal information about myself or others as I understand about the need to keep safe online and on social media.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I understand that I am responsible for my actions in and out of the Trust / Academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust and Academy digital technology equipment in school, but also applies to my use of Trust and Academy systems and equipment off the school premises.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to sanctions under the KFS Behaviour Policy.
- I understand that I am giving permission for my child(ren) to participate in any live lessons or events (which are only shared within the school community).

**I am 'signing' this declaration on behalf of my child to confirm that I have read and gone through the above to ensure that they understand the expectations**

**Parent/carer**

**Student(s)**