



Information Technology acceptable use agreement – parents

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Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that parents use technology in relation to school appropriately. Any misuse of technology will not be taken lightly, and will be reported to the Head Teacher in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline parent responsibilities when using technology on/off the school premises, and applies to all family members of our children.

Please read this document carefully, and show you agree to the terms outlined by clicking the link and filling in the form. (Will link to a Microsoft form)

Using technology

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Head Teacher.
- I will only use the approved email accounts that have been provided to me to make contact with school staff.
- I will not share sensitive personal data about children, parents, staff or Governors with others.
- I will only use the Wifi when on the school site with the permission of the Head Teacher or School Business Manager (SBM).
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet on the school site.
- I will not share my child's login for tapestry with others.
- I will not extract/copy images from the school website.

Mobile devices

- I will hand in my mobile to the school office or lead teacher when volunteering on a school trip.
- I will not take or share pictures of other children
- I will ensure that mobile devices are either switched off or set to silent mode when on the school site.
- I will not use mobile devices to take images or videos of pupils or staff, unless agreed by the Head Teacher. Any school-related images taken on a mobile device will be stored of my own child. Any videos of performances, sports day etc that have other children in the background will not be shared on social media.
- I will not use mobile devices to send inappropriate messages, images or recordings that damage the reputation of of the school.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the Head Teacher or SBM.

Social media and online professionalism

- If I am representing the school, as a parent and or member of the PTA, online, e.g. through Instagram or facebook accounts, I will express neutral opinions and will not disclose any confidential information or opinion regarding the school, staff or other parents, or any information that may affect its reputability.
- I will not send 'friend requests' to any members of staff.
- With any communication with staff, Governors, PTA or other parents I will be mindful of the professionalism aspects of this agreement and the home school agreement.

- I will not publish any comments or posts about the school on my personal social networking sites which may affect the school's reputability.

Reporting misuse

- I will ensure that I adhere to any responsibility I have for monitoring my child's use of technology, as outlined in the Internet Safety Policy and seek advice from the Head Teacher or DSL if I am concerned
- I will ensure that I report any misuse by pupils, parents or by staff members breaching the procedures outlined in this agreement, to the Head Teacher.
- I understand that the Head Teacher may take action against me if I breach this agreement or the home school agreement.

PTA

The PTA WhatsApp groups are run by parents and not endorsed by the school. The following acceptable use guidance was agreed by the PTA committee:

- All PTA WhatsApp groups will be named as PTA
- All PTA WhatsApp groups will include a link to the PTA policy and this policy
- The Chair of the PTA will set up the PTA groups and remain as admin alongside at least one other trustee and the elected class rep.
- The group is solely for PTA messages and any other messages will be removed by admin.
- The PTA WhatsApp group has two trustees as the admin. They will monitor the page and remove any posts that bring the reputability of the school or PTA into disrepute.
- All posts with photographs will gain permission from those identifiable and this will be acknowledged within the post.
- Persistent posting of content that breaches the school's acceptable use policy will result in members being asked to leave the group.

Please click the link below and fill in the online form to confirm your agreement with this policy.

Parents Acceptable Use Policy Agreement