**Acceptable Use Agreement – Parents and Carers (Remote Learning Provision) Pendle Primary School February 2022**

Dear Parents,

At Pendle, we wish to support your child and their learning journey by adapting to changing technologies and situations. Our remote learning continues to evolve, as it should, but we also have a duty of care to consider the ways in which we can provide a safe environment for learning. It is important that you understand how you can support your child and that you agree to the following terms and statements.

Many thanks for your consideration and understanding in this matter,

Jo Schofield (Computing Lead)

1. **Parental Communication**

Use of technology and the internet provides an important way for parents and carers to communicate with, or about, our school.

Pendle Primary School uses the following online technologies:

* Our school official website – <https://www.pendle.lancs.sch.uk>
* Email/text groups for parents through Parent Pay
* Twitter - <https://twitter.com/PendlePrimary>
* Our virtual learning platforms (Century Tech/Microsoft Teams)
* <https://en-gb.facebook.com/pg/friendsofpendle/posts/>

Parents and carers have been known to set up independent channels to help them stay ahead of what’s happening in their child’s class. For example, class/year WhatsApp groups or linked Facebook accounts.

When communicating with the school, via official communication channels or using private/independent channels to talk about the school, as a parent or carer,

 We expect you to:

* Be respectful towards members of the school at all times
* Be respectful of other parents and carers of children
* Direct any complaints or concerns through the school’s official channels, so they can be dealt with in line with the school’s complaints procedure

We do not expect you to:

* Use private groups, the school Twitter account, The Friends of Pendle or personal social media to complain about or criticise members of staff. This is not constructive and the school can’t improve or address issues if they aren’t raised in an appropriate way.
* Use private groups, the school Twitter account, The Friends of Pendle or personal social media to complain about or try to resolve a behaviour issue involving other pupils. We expect you to contact the school and speak to the appropriate member of staff if you are aware of a specific behaviour issue or incident.
* Upload or share photos or videos on social media of any child other than your own, unless you have permission of other children’s parents or carers.
1. **Pupils**

Digital technologies have become integral to the lives of children and young people, both within school and outside school, particularly in the light of COVID 19. These technologies provide powerful tools, which create new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Agreement is intended to ensure that:

* young people, parents and carers will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
* parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

We will try to ensure that our learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner Acceptable Use Agreement is available on the website, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested read and agree with the statements below as this is an important aspect of the school’s work.

### Permission

As the parent or carer of a Pendle pupil or pupils, I give permission for my son/daughter to have access to the internet and to use digital technology systems at school.

### Either: (KS2)

I know that my son/daughter will sign an updated acceptable use agreement each year and they have received, and will continue to receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

### Or: (Foundation and KS1)

I understand that the school will discuss an updated acceptable use agreement with my son/daughter each year and that they have received, and will continue to receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and digital technology systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s/daughter’s activity on the digital technology systems will be monitored, including their use of email and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

**Home Learning-Remote Access**

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s online safety.

**In the event of a school lockdown or the need to isolate, Pendle Primary School will:**

• Connect with your child, via the school website, Microsoft Teams and Century Tech/Purple Mash to offer them learning, support and pastoral care.

• Continue to contact your child through our learning platforms, emails and phone calls to ensure that they are happy, safe and well during these ever changing times.

• Continue to offer support with any technical difficulties that you may be experiencing trying to access school online provision and that we will try to offer some provision for hardware usage where possible.

• Reply to your concerns through recognised channels, such as the home learning email addresses, within school hours.

**As a parent or carer, I will:**

• Assist my child to engage with their teacher in order to continue their usual educational routine, for care, learning or for support. This might be through the website, the learning platforms available, an email or a phone call.

• Keep my microphone muted and encourage my child to do the same during a live class session for wellbeing or learning. The microphone will only be unmuted in order to respond or speak as part of a discussion or if asked a direct question.

• If allowed or available, I will only use the ‘chat function’ to support my child to communicate with the teacher for an educational need.

• If allowed or available, I will support my child to use the ‘chat’ function to respond to questions posed by the teacher.

• Ensure that any document uploaded by the teacher does not get moved to another location or edited.

• Contact school through the appropriate channels and not during a class Teams session, if I wish to know information regarding the progress or wellbeing of my child.

• Ensure that any queries I may have regarding other learning platforms or Microsoft Teams are directed to the class home learning email address:

• Be understanding and supportive of the school staff who are also learning to adapt to new ways of teaching and learning.

**As a pupil of Clitheroe Pendle Primary School, I will:**

• Keep my microphone muted and my video switched off during any live class wellbeing sessions.

• Use the ‘chat’ function to ask my teacher a question that is related to my work.

• Keep contact with my teachers regularly so that they know I am happy, safe and well during COVID-19.

**Failure to comply with this agreement will lead to the school following the E-Safety policy, response to incidents of misuse document. This may include:**

* The removal of access to school based digital learning platforms.
* Further sanctions including the involvement of the police if deemed necessary.

**Information about pupil electronic data that we collect, hold and share is available via the school website in the Privacy Notice.**

**A signature is not required for this agreement, the terms herein are confirmed by all parties upon receipt unless we hear to the contrary.**