



Ranvilles Junior School Information Communication and Technology (ICT) Policy

1. ACCESSIBILITY

This policy is available in large print or Braille.
Please contact the school office who will be
happy to arrange this for you.

2. PURPOSE OF POLICY

This policy aims to cover the different elements that Information Communication Technology (ICT) can cover within our school. These guidelines have been drawn up to ensure that all stakeholders within the school are aware of what is expected of them and are able to stay safe when using the hardware and software we have in school. The equipment and resources within school are provided to enhance the learning of the pupils and to aid the staff in their delivery of the curriculum; this policy will enable these to go ahead

3. APPROVAL

Approval date: November 2016

Approver
signature:.....

Approver
position:.....

Date for next review: November 2018



4. INTRODUCTION

This policy will set out a framework for how ICT will be taught, assessed and monitored throughout the school and should reflect the ethos and philosophy of our school. This policy has been written with guidance and support from other teachers, schools and local authorities and aims to meet the criteria established by organisations such as Becta, 360Safe and ICT Mark. Often schools will have a number of policies including E-safety and Social Media, but as a school we have decided to combine them into one policy. Further information on the different systems in school will be made available to staff online through the school's website and Google Apps environment, this will be referred to as the ICT Handbook.

5. REFERENCES

- Becta
- 360Safe
- ICT Mark

6. AIMS/RATIONALE

ICT encompasses every part of modern life and it is important that our children are taught how to use these tools and more importantly, how to use them safely. We believe that it is important for children, staff and the wider school community to have the confidence and ability to use these tools to prepare them for an ever-changing and rapidly developing world. To enable all our staff and pupils to be confident, competent independent users and learners of ICT we aim:

- To use ICT where appropriate to ensure pupils are motivated and inspired in all areas of the curriculum
- To use ICT to help improve standards in all subjects across the curriculum
- To develop the ICT competence and skills of pupils through ICT lessons and provide them with the chance to consolidate these in a cross-curricular context
- To ensure pupils are challenged in their use of ICT and are provided with exciting, creative ways in which to share their learning
- To use tools available to ensure children have the ability to work independently and collaboratively to suit the needs of the situation
- To provide all staff with the training and support to ensure that they can, and have the confidence to, use ICT to its full potential in all aspects of school life

To use ICT as a form of communication with parents, pupils and the wider community.



6.1 Curriculum

ICT will be taught across the curriculum and wherever possible, integrated into other subjects. There may be a need for stand-alone ICT sessions to teach skills that can then be applied in the cross-curricular sessions. Children may be taught ICT using desktop computers in the ICT Suite, laptops or tablets. The long term ICT map will show the journey in which the children are expected to take but this will be adapted each year to ensure that it is relevant and up-to-date. There will be a selection of age-appropriate ideas on the website with links to lesson plans, how-to guides and examples to ensure teachers are able to fulfil the ICT curriculum.

The ICT Coordinator will ensure that the plans provide coverage of what is expected. The ICT Coordinator will ensure that the children are challenged and are able to succeed.

6.2 Online Learning

As a school, we value the importance of providing opportunities for children to learn outside of school and we will provide these depending on the age of the child.

On our website, we will:

- Provide links to the schools Virtual Learning Environment (VLE) and generic websites suitable for the age phase (e.g. phonics)
- Provide links to websites suited to the current topic
- Provide logins for online tools
- Provide a personal login for our VLE & Google Apps environment which will encompass a number of other tools such as photo, audio and website creation

6.3 Assessment

ICT will be assessed in a number of ways using formative and summative assessment. Formative assessment will happen during ICT lessons and will be used to inform future planning and this is conducted by the teacher on an informal basis. ICT capability will be completed on a termly basis with notes being taken by the teacher and this will link to the school's Assessment framework which in turn relates to county assessment strategies and National Curriculum Age Related Expectations.

The school assesses core ICT skills in direct correlation with National Curriculum expectations. Age related developmental skills are tracked and used to inform teaching and learning as well as to report to parents.

At the end of each project, children will also complete a self-evaluation form to evaluate their progress and learning. Children will store their work on the network and will in future compile an online portfolio of their work using Google Sites and/or their own blog.



6.4 Equal Opportunities and Inclusion

We will ensure that all pupils are provided with opportunities to access the ICT curriculum throughout the school. Where necessary, we will endeavor to make adaptations to the environment or provide software that will enable all learners to achieve.

7. ROLES AND RESPONSIBILITIES

7.1 Senior Leadership Team

The Headteacher and other members of the senior leadership team are responsible for monitoring the teaching of ICT throughout the school. They will also oversee the completion of the Self-Review Framework and 360Safe E-Safety Framework. The senior management team should decide on the provision and allocation of resources throughout the school in accordance to the school improvement plan, ICT action plans and timescales. They should also ensure that the ICT coordinator and teachers are following their roles as listed below and in accordance to job specifications and performance management targets.

7.2 ICT Coordinator

The ICT Coordinator will oversee planning in all year groups throughout the school and be responsible for raising standards in ICT in partnership with senior leaders. They will also be responsible for informing staff of new developments and initiatives and providing training where appropriate. The ICT Coordinator is responsible for overseeing the assessment of ICT across the school and providing opportunities to moderate ICT ability. They are responsible for keeping the hardware inventory up-to-date and ensuring the school has the appropriate number, and level, of software licenses for all software within the school. The ICT Coordinator is responsible for managing equipment and providing guidance for future purchasing. The ICT coordinator is also responsible for ensuring tools and procedures are sustainable.

7.3 Teaching Staff

Other subject leaders and classroom teachers should be aware that it is their responsibility to plan and teach ICT and to use ICT within their class. This will be in accordance to the schemes of work provided by the Curriculum and ICT Coordinators. They will also assist in the monitoring and recording of pupil progress in ICT. Teachers should also respond to, and report, any e-safety or cyber bullying issues that they encounter within or out of school in accordance to e-safety procedures as listed below.

Whilst checking of personal sites, e.g. email, is permitted during non-contact times, staff should be aware that this should only happen for a brief time and that they should be extra vigilant and ensure they are logged off appropriately (of both the website and their computer). Staff should follow, and agree to, the Acceptable Usage Policy below.



7.5 Governors and visitors

School governors should abide by the guidelines set out for staff and ensure that if they do use the computers and equipment within school that they are doing so safely. If either a visitor or governor wishes to have an account to logon to the school network, they should speak to a member of the senior management team.

7.6 The School

As a school we will endeavor to ensure that parents and pupils are fully aware of ways in which the internet and ICT can be used productively and safely. We will always ensure that we provide children with the opportunities to excel and achieve when using ICT and will ensure our curriculum is challenging and relevant. Before launching any system or initiative, we will make sure that the children's safety is at the forefront of our thoughts and we will keep parents informed as necessary through newsletters and parents events. A range of e-safety websites, and our e-safety planning, will be made available on the school website.

We will conduct an annual survey of parents and pupils to ascertain internet use at home. We will publish results from this in the school newsletter and on our website.

7.7 Pupils

Pupils should follow the guidelines laid out in the Ranvilles Pupil Agreement (RPA). They should ensure that they use the computers and equipment appropriately at all times.

It is expected that children will follow the school's behavior policy when working online. They are also expected to adhere to the school's Anti-bullying policy. If the children fail to do so, then the procedures outlined in these policies will come into force.

7.8 Parents

Parents should stay vigilant to the websites and content that their children are accessing. They should also try to talk to their child about e-safety and the use of the internet. If they have any questions or concerns then they should speak to their child's teacher, the ICT coordinator or the head teacher

8. EQUIPMENT, HARDWARE AND SOFTWARE

Hardware should not be installed without the permission of the head teacher and/or ICT coordinator. If staff use memory sticks then the school's antivirus software will scan these. Staff should be vigilant to reduce the risks of virus infection as stated in the RPA.

The installation of software unauthorised by the school, whether licensed or not, is forbidden. If you are unsure, please speak to the head teacher and/or the ICT



Coordinator for advice. The school reserves the right to examine or delete any files that are held on its system.

8.1 Network

Staff will be issued with a username for the computer consisting of firstname lastname and a simple password. It is their responsibility to change this in accordance with the password procedure below.

8.2 Backups

Every school day the main server is set to backup essential files and settings onto a tape. This is then stored offsite to ensure that there is a copy off-site, in the event of a system failure.

8.3 School Website and Blogs

- Linked to 360Safe Public Facing and Professional Standards Guidelines

The school website will be overseen by the ICT and Website coordinators and it is expected that certain pages will be updated by other members of staff and children. The current website uses a Joomla system and is hosted along with the school blogs. The blogs use a Wordpress installation. How-to guides for using these systems will be made available in the ICT Handbook.

8.4 Google Apps

The school's online learning space will be a system based around Google Apps for Education. This is a free system that contains a number of tools including email, document sharing and website creation. All children will be given a login and will be given permission to use different tools according to their age and e-safety awareness. Children may need to prove that they can use tools safely before having them enabled. This will all be managed by the ICT Coordinator. Google stores data about its users in accordance with the Safe Harbour Agreement approved by Becta before its closure in 2011.

8.5 Internet and E-mail

The internet may be accessed by staff and by children throughout their hours in school. We ask as a school that staff are vigilant as to the sites children are accessing and children should not be using the internet unattended.

The teaching of email and internet use will be covered within the ICT curriculum planning, but staff should encourage regular dialogue that explores the benefits and potential dangers of using the internet.

All members of staff will be issued with a school email address and this is the email with which they should use for professional communication. Staff should take extra care to ensure that all communication with children and/or parents remains professional. Users are responsible for all messages that are sent and due regard



should be paid to the content of the emails to ensure it is not misconstrued. All web activity is monitored by the ICT coordinator so it is the user's responsibility to ensure they log off appropriately. If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate.

The use of the internet to access inappropriate materials such as auction sites, pornography, racist or any other material is prohibited. If users, especially children, do see an inappropriate website or image, they should close this immediately and report the site to the ICT coordinator using the web-form provided on the school website or by discussing this with their class teacher.

The internet and filtering is provided by the local authority and the ICT coordinator will run speed checks at regular intervals to monitor the connection speed. Inappropriate websites are filtered out by the local authority. Additional sites can be enabled by the ICT Coordinator and a record will also be kept of the sites enabled by school.

8.6 Passwords – Linked to 360Safe Password Guidelines

Staff should make sure that any passwords they use are strong and contain a mixture of some of the following; upper- and lower-case letters, numbers and punctuation. These should be changed regularly, especially if the user suspects others may know the password.

For online services used in school such as blogs & class sites there is an account per class and a password across the school. It is important that these details are not given to pupils at any point, with the exception of Digital Leaders who may have access to additional services to assist them with their role.

9. GENERAL POLICY CONTENT

9.1 School Liaison, Transfer and Transition

When a new child joins, it is the responsibility of office staff to inform the ICT coordinator of the child's name and year group. The ICT coordinator will then provide a network login and provide accounts for the online tools available in accordance with the ICT Handbook.

At the end of a child's time with us, they will be able to take their schoolwork with them should they wish. Photographs will be checked to ensure we have permission to share them before this takes place.

Once they have left our school, the child's account will be removed from the online tools and their content will be removed. This will happen the year after they leave.

9.2 Handheld Devices – Linked to 360Safe Mobile Phone Guidelines



Staff may attempt to connect their handheld devices to the school's wireless network in accordance with the network guidelines in the ICT Handbook but should be aware that this may not work due to the settings available on their phones.

9.3 Age Limits

Certain online tools have age limits on the use of their software. This is due to an Act of United States Law. The Children's Online Privacy Protection Act prevents websites collecting data or providing their services to users under the age of 13.

As a school, we may decide to use some of these tools within lessons but will do so after thoroughly testing them for their safety and appropriateness. We will also post details of these sites on our school webpage. We will ensure that these will tend to be sites that allow creation of content rather than searching other users' content.

Occasionally these sites will be used by teachers with a class, for example to create a class book or movie, but not by a child with their own personal account. We will make parents aware of this during our e-safety events. If they do not wish their child to access these sites, their child can be provided with an alternative method to complete the task.

9.4 Personal Data

Staff should be aware that they should not transfer personal data such as reports, IEPs and contact information on to personal devices unless strictly necessary. This data should then be removed as soon as possible. When using a personal laptop or device containing student data, staff should be extra vigilant to not leave this device lying around or on display e.g. in a parked car.

9.5 Social Media - Linked to 360Safe Social Media Guidelines

Whilst we do not permit access to social media, we fully recognise that social media and networking are playing an increasing role within every-day life and that many staff are users of tools such as Facebook, Twitter and blogs using these for both personal and professional use. We will ensure that staff and children are kept fully aware of risks and issues that may arise and ways in which to minimise these risks.

Staff should:

- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Not accept current or ex-pupils as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members have friends within the local community (such as children's parents) and just ask that these members of staff take extra precaution when posting online



- Ensure that if their communication is fully public (e.g. blogs/Twitter), that they maintain their professionalism at all times and remember that they are a representative of the school
- Be aware that electronic texts can sometimes be misinterpreted or misconstrued so should endeavour to minimise the possibility of this happening
- Not use these media to discuss confidential information or to discuss specific children
- Check with the ICT Coordinator if they need advice on monitoring their online persona and checking their security settings

Pupils WILL NOT be signed up to most social networking sites due to the over-13 age limit. However, we recognise that many are signed up either with or without parental knowledge. As a school we will monitor the use of social networking and ensure it is part of our curriculum. We will also ensure that parents are fully aware of how to minimise the risk if their children are using these sites. As a school, we do reserve the right to contact sites such as Facebook and ask them to remove our children's accounts should any issues, such as cyber-bullying, occur.

As a school we will use Twitter to post information, updates and blog posts. These will stream directly to our school website. We will ensure that we block any followers that appear inappropriate.

We will use blogging throughout the school to share children's learning and to communicate with parents. We will follow guidance laid out in this document to ensure children are kept safe. No-one is able to post on the blog or write a comment without it being approved by a teacher to ensure that the children are not subjected to any inappropriate comments. Spam messages (often containing inappropriate links and language) are caught by software installed on the blog (akismet) and this is monitored by the ICT coordinator. This is also updated regularly.

As part of our annual survey to parents and pupils, we will ask them on their use of social media to ascertain the number using sites such as Facebook as well as the popularity and usage of our Twitter feed.

9.6 Digital and Video Images

- Linked to 360Safe Digital and Video Guidelines

As a school we will ensure that if we publish any photographs or videos of children online, we:

- Will try to ensure that their parents or guardians have given us written permission



- Will ensure if we do not have permission to use the image of a particular child, we will make them unrecognisable to ensure that they are not left out of situations unnecessarily
- Will not include a child's image and their name together without permission from the parents or guardians e.g. if the child has won an award
- Will ensure that children are in appropriate dress and we do not include images of children who are taking part in swimming activities
- Ask that if a parent, guardian or child wishes, they can request that a photograph is removed. This request can be made verbally or in writing to the child's teacher or to the ICT Coordinator. We will endeavour to remove the photograph as soon as possible
- Will provide new parents with a photo permission letter upon their arrival into school
- Will ask parents or guardians that are recording video or taking digital images at public events e.g. school play or sports day, that they do not publish these online

If staff use personal cameras or phones to take photographs of children within school, these should be removed from the device as soon as possible. We are fully aware that this is necessary at times, but precautions should be taken to minimise the risks.

9.7 Technical Support

Many minor issues are dealt with by the ICT Coordinator and the Digital Leaders as appropriate.

Additional hardware support is provided as and when necessary by Agile ICT.

Additional office-based support (e.g. MIS, SIMs) is provided by the Hampshire IT Helpdesk and forms part of the annual Service Level Agreement that the school has in place.

9.8 Sustainability and Environmental Impact – Linked to ICT Mark 1b4

To ensure that the level of ICT across the school is sustainable, the ICT coordinator is responsible for the upkeep of the ICT Handbook which will contain usernames, passwords and guides to online tools and software as well as details of licenses and a complete ICT Inventory.

Hardware is disposed of safely and securely through a local company approved by Hampshire LA.

9.9 E-Safety – Linked to 360Safe E-Safety Guidelines



At Ranvilles Junior School we take E-safety very seriously. We will ensure that it is taught often throughout the children's ICT and PSHE sessions as necessary. We will also provide children with dedicated e-safety lessons where appropriate. All e-safety lesson plans and resources will be available on the school website for parents to view. These will be reviewed regularly to ensure that they are up-to-date and reflect current needs. Children will be taught how to act online and how to minimise the risk when working on the internet. Pupils will also be taught about managing passwords, respecting copyright and other elements of this policy that are relevant to them.

Our plans will provide children with an understanding of the expectations we have of them at a level appropriate to their age. We will also have an annual e-safety focused parent meeting and will provide regular updates via our website and newsletters as appropriate.

All children will be taught about the Acceptable Use Policy and will sign a copy related to their age phase. These will be stored by the ICT Coordinator. All staff will also complete an AUP. Useful ICT rules will also be posted in the ICT suite to ensure they are seen by children and visitors.

E-safety training will also be provided for staff and governors to ensure that they conduct themselves in the appropriate manner when working and communicating online.

If there is a website available to children that staff or children deem inappropriate they can either complete the form on the Link page of our website or speak to the ICT Coordinator who will then contact Hampshire LA and also use the Flexible Filtering service to block this in school.

If a teacher suspects an E-safety issue within school they should make notes related to the incident in accordance to anti-bullying and behaviour policies. This should then be reported to the ICT Coordinator and head teacher and recorded as appropriate.

If children receive an email that they believe to be inappropriate then they should forward it on to their teacher and/or the ICT Coordinator who will investigate.

On all school blogs, the website and within Google Apps, children will be provided with a button/page to report a problem to the ICT Coordinator should they find something inappropriate.

9.10 Complaints

Incidents regarding the misuse of the Internet by students will be delegated to the ICT Coordinator who will decide which additional evidence should be gathered or recorded. A partnership approach with parents will be encouraged. Any complaint about staff misuse will be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

9.11 Copyright and Intellectual Property Right (IPR)



Copyright of materials should be respected. This includes when downloading material and/or copying from printed materials. Staff should not remove logos or trademarks unless the terms of the website allow it.

Staff should check permission rights before using materials, particularly images, from the internet. In year 3/4 they will have discussions about the proper use of images with questions such as 'Is it OK to use an image we find online?' As they progress to year 5/6 some children should start referencing the sites they have used. This could be as simple as putting the name of the site the image came from or a hyperlink. It is not expected for children to include a full reference but to be *aware* that it is not acceptable to take images directly from the internet without some thought on their use.

All materials created by staff whilst in employment of the school belong to the school and should not be used for financial gain. This is in accordance with guidelines laid out by the local authority.

10. UNACCEPTABLE USE

10.1 By staff

Failure to comply with the guidelines and expectations set out for them could lead to sanctions being imposed on staff and possible disciplinary action being taken in accordance with the school's policy and possibly the law.

10.2 By pupils

Pupils should be aware that all e-safety issues will be dealt with quickly and effectively. When dealing with unacceptable use, staff should follow the behaviour policy and if necessary, the anti-bullying policy. Children may have restrictions placed on their account for a short time.

11. APPENDICES

Appendix 1: Acceptable Usage Policy – Staff – Linked to 360Safe AUP Guidelines

Appendix2: Pupil ICT Agreement



Appendix 1 :

Acceptable Usage Policy – Staff – Linked to 360Safe AUP Guidelines

This document has been written to ensure that staff use the ICT throughout the school appropriately. If they have any questions regarding this policy, they should direct them to Senior Management team or the ICT Coordinator. Staff should:

- Use computers and equipment with care and ensure children do the same e.g. water bottles should stay away from machines
- Ensure that they have a sensible password
- Ensure that usernames and passwords are not shared with children or other staff
- Ensure that they log off when they have finished using a computer – particularly in shared areas
- Make use of resources such as cameras and microphones but ensure that these are returned after their use. They should also endeavour to remove pictures/files regularly
- Try not to be wasteful, in particular when it comes to batteries, printer ink and paper
- Ensure that online dialogue (e.g. blog posts or emails) with other schools, parents or children remains professional at all times
- Ensure that online activity is related to their professional duty and that personal use should be kept to a minimum
- Ensure that they are not using the school's ICT for financial gain e.g. auction or betting sites
- Ensure that they have read and understood the ICT Policy
- Be aware that software or hardware should not be installed without prior consent of the ICT Coordinator or head teacher
- Understand that inappropriate use of the school's network may result in some services being removed and further action being taken by the head teacher
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device including USB pens and memory cards as soon as is practical. Where staff are using their own digital equipment such as



cameras and mobile phones, extreme caution is advised to avoid misinterpretation by others. Files should be transferred to school equipment as soon as possible;

- Report any issues to the Senior Management team or ICT Coordinator as soon as possible
- Return any hardware or equipment if they are no longer employed by the school

Signed _____

Print _____ Date _____



Appendix 2:

Ranvilles Junior School Pupil ICT Agreement

The Internet and other communications technologies are powerful tools, which open up new opportunities for everyone. These technologies are great for learning as they can stimulate discussion and collaboration, promote creativity and can help us find information quickly.

This agreement is intended to make sure that:

- you know how to be responsible users and stay safe while using the Internet and other communications technologies for at school and at home;
- you know how to keep yourself, others, our school and your home safe.

The school will try to ensure that *you* will have good access to ICT to enhance your learning and will, in return, expect *you* to agree to be responsible users.

I understand that:

- I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the school ICT systems and other users;
- School will monitor my use of ICT;
- School has the right to take action against me if I am involved in incidents that break this agreement.

The following actions will help to keep you, other people, our school and your home safe. They are relevant to home and school and whenever and wherever you are using any Internet or communication device, for example computers, laptops, games consoles, phones, etc.

 <p>Keeping myself safe</p>	<ul style="list-style-type: none"> • At all times, I will think before I click (especially when deleting or printing) • When using the internet, I will think about the websites I am accessing • I will use computers and devices when I have permission. In school, I must be supervised and at home, will follow any family agreement about using computers. • I will treat my username and password like my toothbrush - I will not share it or use anyone else's. I will always log out when I leave a computer. • I will be aware of stranger danger when communicating online, for example, I will not share personal information like my surname or a named photograph, address, telephone number, email etc .or arrange to meet with anyone. • I will immediately report to an adult anything unpleasant or that I know is inappropriate or makes me feel uncomfortable • I am aware that the Internet contains information that is: inaccurate, harmful, illegal, commercial and inappropriate. • I will use sensible names for documents and save regularly to protect my work. • I will try to use known website that my parents/teachers know
----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>about and are happy with.</p> <ul style="list-style-type: none"> • I will use children’s search engines when looking for information or images. • If I find a website or image that is inappropriate, I will tell my teacher straight away • When using information or pictures from websites, I will try and say which website it came from and if possible link back to the site • When communicating online (in blogs, email etc) I will think about the words that I use and will not use words that may offend other people • When communicating online, I will only use my first name and not share personal details such as my email address or phone number • I will not install any software or hardware (including memory sticks) without permission from a teacher • I understand that if I am acting inappropriately then my parents may be informed
<p>YOU</p>  <p>Respecting others</p>	<ul style="list-style-type: none"> • I will respect others’ work and won’t open or change other people’s files or folders without permission. • I will respect other people’s work on the Internet and not copy it without saying where it came from. • I will always be polite and respectful with others online. • I will make sure people are happy before I take photos of them. • I will only use the photos I’ve taken with adult permission and will not name people in my photos.
 <p>Looking after our school and home equipment</p>	<ul style="list-style-type: none"> • I understand that the purpose of ICT in school is to support my learning and that’s what I will use it for. • I will prevent viruses spreading by only opening email and attachments from people I trust. • I will immediately report any damage or faults involving equipment or software, however this may have happened.



Ranvilles Junior Pupil Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. cameras
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, website etc.

Name of Pupil	Signed	Date

Parent declaration

I have read through this agreement with my child and reinforced the importance of eSafety at school and home

Please tick one of the following:

- I am aware of the dangers of using computers and the Internet and understand how to take precautions to protect my child at home, for example using children logins, filtering and monitoring, supervised use and family agreements for use.
- I would be interested in attending an eSafety meeting to find out more about the dangers of computers and the Internet and how to take precautions to protect my child at home.

Parent/Carer	Signed	Date