June 2022

Dear Parents and Carers

Pool Hayes Academy provides supervised access to the Internet and a variety of online services. Using the Internet and online services are part of every student's statutory curriculum and development of ICT skills.

In order to ensure that students, parents or carers understand the importance of using the internet safely and appropriately, the academy has a ‘Code of Practice.’

**The Code of Practice is provided for your information overleaf. It needs to be read and understood by both yourself and your child.**

As an academy, we would like to work with you to support your child’s use of the internet when he or she is outside of the academy. If you wish to have more information on online safety to support you with the potential risks at home, we are happy to provide you with references to suitable information on the 'safe use of the internet'.

Pool Hayes Academy actively takes every possible precaution to prevent students from accessing inappropriate material. Half termly meetings are held to review our code of practice implementation and to evaluate filtering and monitoring systems that are in place. However, the academy cannot be held responsible for the nature or content of the material accessed through the internet and is not liable for any damages arising from your child’s use of the online facilities.

In order to show your commitment to keeping your child safe online, please complete the below consent form and return to the academy. Please note it requires signatures from both yourself as a parent or carer and your child.

**Please note that once given, your consent remains valid for the duration of your child’s time at Pool Hayes Academy. You can withdraw your consent at any time by notifying the academy in writing.**

Should you wish to discuss this matter further or if you would like further information on how to keep your child safe online, please contact the academy by 9th September 2022 and ask to speak to Mrs Marston, our Designated Safeguarding Lead.

**Code of Practice**

Technology is a part of learning, entertainment and communication however the use of technology can also bring risks. It is important that you learn to recognise risks and take action to stay safe. When using technology within the academy, you must agree to the following:

I understand that my use of academy owned technology systems and devices is monitored when I am working both on and offline (including email and internet searches) and this includes devices given to pupils to use at home.

I will be respectful to everybody online. I will treat everybody the way that I want to be treated.

I will be polite and responsible when I communicate with others.

I will not share personal information online with anyone and understand why this is dangerous.

I will let my teacher or responsible adult in school know if anybody asks me for personal information.

I understand that some people on the internet are not who they say they are and that some people may be unkind and wish me harm.

I will tell my teacher if I am ever concerned in the academy or my parents if I am at home.

I will let my teacher or responsible adult in school know if someone has accessed or shared a website, image or information that is offensive or illegal.

I will let my teacher or responsible adult in school know if anybody says or does anything to me that is hurtful or upsets me.

I promise to only use the academy ICT for schoolwork that the teacher or responsible adult in school has asked me to do.

I promise not to look for or show other people things that may be offensive or distressing. I promise to show respect for the work that other people have done.

I will not use other people’s work or pictures without permission to do so. I will not damage the ICT equipment. If I accidentally damage something I will tell my teacher.

I will not share my password with anybody. If I forget my password, I will let my teacher know.

I will not use other people’s usernames or passwords.

I will not download anything from the internet unless my teacher has asked me to.

I will not try to access anything illegal.

I will not sign up to and use social networking sites I am not permitted to.

I will not access or share any sites or information that may cause offence or harm to me or others.

I will only use my personal device if I have received permission from a member of staff.

I understand that I am responsible for my actions and the consequences. If I break the rules in the Acceptable Use Agreement, there will be consequences of my actions and my parents will be told.

**Mobile devices**

I will only use personal mobile devices during out-of-school hours (breaks and lunchtimes are considered to be in-school hours) and in accordance with the E-Safety Policy and academy rules

I will ensure that my mobile device is either switched off or set to silent mode during school hours, and will only use my device to make or receive calls when an adult permits me to do so.

I will seek permission/consent before device is used to take images or recordings.

I will not use any mobile devices to take pictures of fellow pupils or adults unless I have their consent.

I will not take or store images or videos of staff members on any mobile device.

I will not use any mobile devices to send inappropriate messages, images or recordings.

I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.

I will not access the WiFi system using personal mobile devices, unless permission has been given by the Principal.

**I have been offered the Safer Schools app for any personal devices for free and understand why it is valuable in keeping me safe**.

I have read and understood the above and agree to follow these guidelines.

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read this Acceptable Use Policy and understand that my child’s internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the academy network. I acknowledge that this has been explained to my child and that they have had the opportunity to voice their opinion and to ask questions.

Name of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_