



St Margaret's
Academy

Acceptable Use Agreement for Information Technology and Live Streaming – Parents and Pupils in Reception, Year 1 and Year 2

Please discuss the following points with your child about how to stay safe and return a signed copy to school:

- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.
- I will use SMART to help keep me safe (Safe, Meeting, Acceptable, Reliable, Tell). This will be taught in school but can be found on www.childnet.com

Live Streaming

If a member of St Margaret's staff needs to conduct a video call with you or your children, a pre-agreed invitation detailing the session expectations will be sent to those invited to attend.

Staff have to abide by all our safeguarding and data protection procedures when carrying out live streaming. Parents, please support this by agreeing the following:

- Access links should not be made public or shared by participants.
- Learners and/or parents/carers should not forward or share access links.
- If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
- Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
- The session will not be recorded without prior agreement with the member of staff

Signed (child):.....

Signed (parent):

Date.....