



St Margaret's  
Academy

## Acceptable Use Agreement for Information Technology and Live Streaming – Parents and Pupils in Years 3, 4, 5 and 6

Please can parents/carers read and discuss this agreement with their child and then sign and return to school.

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my password.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-safety.
- 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](http://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.
- Encourage learners 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.....