



Home School Agreement and Acceptable Use Policy

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **School's own**

Review period: **Annually**

Responsible committee: **Curriculum**

Statutory: **Statutory**

Required on website: **Yes**

Ratified by committee: **September 2024**

Review due: **September 2025**

Chair of Governors' signature: **Mrs Julia Kidd**

Change History

Version	Date	Amendment or No Change
1	2016 September	Created
2	2017 September	Amended
3	2018 September	Amended
4	2019 September	Amended
5	2021 November	Amended
6	2022 October	No change
7	2023 September	Amended
8	2024 September	Amended

Website History

Version	Date on website
8	2024 September



CALCOT HOME SCHOOL AGREEMENT

At Calcot School we feel that it is essential that we form a partnership between the school, parents and carers and pupils. This home school agreement underlines the core expectations and responsibilities of all parties which will enable your child and also all pupils to fulfil their full potential and have a happy time at our school. It is only by working together that every child can flourish. By signing this agreement, all parties will commit to meeting these expectations and to working for the good not only of your child but also for the whole school community.

School	Parent	Child
<ul style="list-style-type: none"> ● Provide a balanced and carefully planned curriculum which meets the needs of your individual child ● Ensure, to the best of our ability, that your child achieves his/her full potential as a valued member of the school community ● Ensure your child's physical and social well-being at all times and to foster feelings of confidence, self-worth and belonging ● To actively welcome parents/carers into the life of the school ● Provide regular and appropriate homework and give regular feedback on your child's work to enable them to make further progress. ● Keep you informed about general school matters and your child's progress, in particular by providing regular data reports. ● Provide a range of after school and lunchtime extra-curricular activities designed to enrich your child's experience ● Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child ● Monitor the attendance and punctuality of pupils and inform parents as early as possible of concerns. ● Celebrate achievements (both in and outside of school), attitudes to learning and to the school community which embraces our positive school ethos. ● Educate the children about keeping themselves and others safe and healthy. ● Educate the children in the safe and proper use of ICT and the internet (including social media) ● Work with all parties to create a school community where violence, discrimination, abusive behaviour, extremism and bullying of any sort are not tolerated, and where there is a culture of mutual respect. 	<ul style="list-style-type: none"> ● Ensure that my child attends school on time every day, is collected promptly at the end of the day and that absences are properly notified ● Make the school aware of any concerns or problems that might affect my child's work or behaviour ● Support my child with their homework and wherever possible working independently, promoting opportunities for home learning ● Support the school's policies and guidelines on behaviour and equal opportunities ● Ensure that my child goes to bed at a reasonable time on weekdays and Sunday evenings (Recommended time 9-11 hours sleep for Primary aged children) ● Support the school by attending events including parents' evenings and other discussions about our child's progress ● Ensure that my child wears the correct school uniform and takes pride in their appearance ● Ensure that as Parents/Carers we always model excellent behaviour on and around the school grounds ● Ensure that we don't enter into any inappropriate use of social network sites and use the agreed lines of communication with the school. ● Ensure my child uses ICT, the internet and social media properly, showing respect in their communication with others. ● Act as a positive 'digital role model' ● Make sure that the school has up to date information about my child's medical conditions and parental contact telephone numbers. 	<ul style="list-style-type: none"> ● Follow the 3Rs by being Ready, Responsible and Respectful ● Always work hard, show determination and a positive attitude to learning and homework ● Attend school regularly and arrive on time each day ● Take pride in my appearance by wearing school uniform correctly ● Respect the learning of others by not disrupting lessons in any way ● Always act respectfully, kindly and supportively to children and adults in our school and our community ● Help to look after the school by keeping it tidy and taking care of the environment and equipment at all times ● Respect classroom and playground rules ● Use ICT and the Internet responsibly ● Use social media sites responsibly, showing respect in all communication with others. ● Cooperate with others during work and play. ● Tell an adult if there is something I am not happy with including any bullying or aggressive behaviour as soon as it is seen or experienced. ● Do my homework regularly and return it to my class teacher ● Read every day at home
<p>Signed on behalf of Calcot School:</p> <p>.....</p>	<p>Signed (Parent/Carer):</p> <p>.....</p>	<p>Signed (Child):</p> <p>.....</p>

Acceptable Use Policy for Parents:

Background

The use of technology is an essential part of all of our lives. At Calcot Schools we take our responsibilities for supporting your child to develop skills in using technology very seriously, and their safety and wellbeing are our utmost priority to us.

We ask all children, young people and adults involved in the life of Calcot Schools to read and sign an Acceptable Use* Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which has been sent home.

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network.** What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

Where can I find out more?

You can read Calcot Schools’ full Online Safety Policy available on the website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding and Child Protection Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to child’s class teacher.

What am I agreeing to?

1. I understand that Calcot Schools uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.
3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to overblock or provide an experience which is so locked down as to block educational content or not train pupils for life in an online world.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring.
5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.
6. I will support my child to follow the school’s policy regarding bringing devices to school. Mobile phones are only allowed to be brought to school and given to the class teacher for the rest of the day.
7. I understand that my child might be contacted online on Google Classroom by class teachers and only about their learning, wellbeing or behaviour. If they are contacted by someone else or staff ask them to use a different app to chat, they will tell another teacher.
8. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other’s images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

9. Parents are kindly asked not to call pupils on their mobile phones during the school day; urgent messages can be passed via the school office.
10. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age (for nearly every social media platform, this means under 13).
11. When I visit the school premises, I will keep any online technology in my pocket wherever possible.
12. I will follow the Calcot Schools' Online Safety policy which outlines when I can capture and/or share images/videos. I will **not** share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous (see nofilming.lgfl.net for more information). The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
13. I will not covertly film or make recordings of any interactions with pupils or adults in schools. If I wish to make any recording, we request you to please speak to class teacher or a member of the Senior Leadership Team.
14. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to parentsafe.lgfl.net for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc.
15. I understand that my child needs a safe and appropriate place to do home learning, whether for homework or during times of school closure. When on any video calls with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
16. If my child has online tuition, I will refer to the [Online Tutors – Keeping children Safe poster](#) and undertake necessary checks where I have arranged this privately, ensuring they are registered/safe and reliable, and for any tuition to remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.
17. I understand that whilst home networks are much less secure than school ones, I can apply safety settings to my home internet and to various devices, operating systems, consoles, apps and games. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age appropriate content.
18. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my child, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
19. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
20. I can find out more about online safety at Calcot Schools by reading the full Online Safety Policy on the schools website and can talk to the Headteacher or class teachers if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

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**I/we have read, understood and agreed to this policy.**

**Signature/s:** \_\_\_\_\_

**Name/s of parent / guardian:** \_\_\_\_\_

**Parent / guardian of:** \_\_\_\_\_

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

## These statements can keep me and others safe & happy at school and home

1. ***I learn online*** – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.
2. ***I behave the same way on devices as face to face in the classroom, and so do my teachers*** – If I get asked to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use devices, apps, sites and games if and when I am allowed to. If not sure, I will ask.
4. ***I am creative online*** – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.
5. ***I am a good friend online*** – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am not a bully*** – I know just calling something fun or banter doesn't stop it may be hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments, images or videos and if I see it happening, I will tell my trusted adults.
7. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
8. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
9. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
10. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.
11. ***If I make a mistake I don't try to hide it but ask for help.***
12. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
13. ***I know online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
14. ***I never pretend to be someone else online*** – it can be upsetting or even dangerous.
15. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
16. ***I don't go live (videos anyone can see) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
17. ***I don't take photos or videos or people without them knowing or agreeing to it*** – and I don't create artificial images, videos or deepfakes of others without consent. I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

18. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
19. ***I can say no online if I need to*** – I don’t have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
20. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
21. ***I follow age rules*** – 13+ games, apps and films aren’t good for me so I don’t use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
22. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
23. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
24. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
25. ***I am part of a community*** – I do not say mean things, make fun of anyone or exclude them because they are different. If I see anyone doing this, I tell a trusted adult and/or report it.
26. ***I respect people’s work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
27. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

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I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at

school that might mean _____

Outside school, my trusted adults are _____

I know I can also get in touch with [Childline](#)

Signed: _____



Date: _____



SafeguardED

Acceptable Use Policy (AUP) for KS1 PUPILS

My name is _____

1. I only **USE** devices or apps, sites or games if I am allowed to.
2. I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused.
3. I look out for my **FRIENDS** and tell someone if they need help.
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult.
5. I **KNOW** that online people aren't always who they say they are and things I read or see are not always **TRUE**.
6. Anything I do online can be shared and might stay online **FOREVER**.
7. I don't keep **SECRETS**  unless they are a present or nice surprise.
8. I don't have to do **DARES OR CHALLENGES**  , even if someone tells me I must.
9. I don't change **CLOTHES** or get undressed in front of a camera.
10. I always check before **SHARING** my personal information or other people's stories, videos and photos.
11. I am **KIND** and polite to everyone.

My trusted adults are:

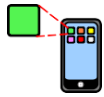
_____ at school
_____ at home
_____ at _____



What I Must do to Keep Safe Online and With Devices



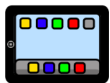
Online means anything connected to the internet. Most devices and apps are



connected to the internet.

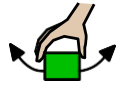


Devices are technology like: computers, laptops, games consoles,

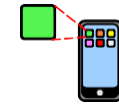
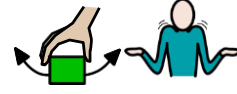
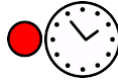


tablets and smart phones.





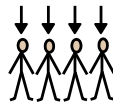
I will only use the devices I am allowed to use.



I will ask a trusted adult before I use new websites, games or apps.

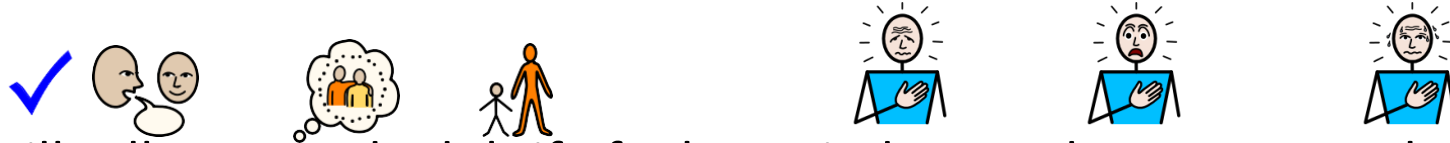


I will ask for help if I'm stuck or not sure.



I will be kind and polite to everyone online.





I will tell a trusted adult if I feel worried, scared or nervous when I am using a device.



I will tell a trusted adult if I feel sad, angry or embarrassed when I am using a device.



I will tell a trusted adult if I feel bad or unsafe when I am using a device.



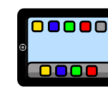
I know people online sometimes tell lies.



They might lie about who they are or where they live.



I never have to keep secrets from my trusted adults.



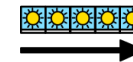
I will not change clothes or undress in front of any camera.



I will always ask a trusted adult before telling anyone my private



information or location.



I know that anything I do or say online might stay there forever.



It can be given to my family, my friends or strangers.



This could make me feel sad or embarrassed.



My trusted adults are _____ at school



My trusted adults are _____ at home



My name is _____