

Dear Parents / Carers,

The internet is an amazing resource for us in school. It enables children to gain access to an unprecedented level of information. IT allows your child access to a variety of interactive learning resources which stimulates both learning and creativity.

Unfortunately, the use of the internet is not without its dangers and some materials accessible through it are inappropriate for children. However, whereas no system can be guaranteed to be 100% safe, the huge benefits far outweigh the disadvantages and, at school, we use every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and IT systems.

Whilst the school monitors IT use in school it needs to be understood that children also have an important responsibility themselves as to how they use the internet and school and their own equipment. In a remote learning setting parents must take responsibility for monitoring their child's internet use as the school cannot regulate this activity off site.

Please read through this ICT Pupil Acceptable Use Policy with your child, discuss the points and impress upon them how important these are. You know your child and how much detail you will need to go into on the specifics.

## **Cundall Manor School**

### **Pupil Acceptable Use Policy (Reception – Form 4)**

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning and are in essential in times when remote learning is required. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

## Acceptable Use Policy Agreement

I understand that I must use school systems (including Google or other accounts set up by the school) in a responsible way used at school or remotely, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

<b>Computer Rules</b>	
1	I will only use polite language when using computers.
2	I must not write anything that might upset someone or give the school a bad name.
3	I know that a member of staff will regularly check what I have been doing using school computers or online school accounts.
4	I must not tell anyone my name, where I live, or my telephone number over the Internet.
5	I must not tell my username and passwords to anyone else but my parents.
6	I must never use other people's usernames and passwords or computers left logged on by them.
7	I must log off after I have finished with my computer.
8	I know that any electronic message is not guaranteed to be private and could be forwarded without my knowledge.
9	I will report any websites that make me feel uncomfortable to a trusted adult.
10	I will tell my parents or a teacher straight away if I am sent any messages that make me feel uncomfortable.
11	I will not try to harm any equipment or the work of another person on a computer.
12	I will not attempt to download material that is not suitable for my age.

### Behaviour Policy & Code of Conduct for Remote Learning

All normal school rules apply when pupils are engaging in remote learning.

#### Key principles:

- Every pupil must behave online with the same expectations of behaviour when behaving face-to-face with others; without exception, treat all others with respect.
- Google Classroom, Google Meet and all other GSuite applications including pupil mail accounts effectively operate within the School IT Systems and are monitored (as would be the case in any school or business).

- The sole purpose of Google Meet is to educate all pupils of the School remotely; no 'social' interaction must take place other than for educational and school community purposes

## Google Meet (video conferencing) Etiquette

- All communication using Google Meet (or other video conferencing tool) must be of the same standard as expected in the classroom.
- Technology should be used in appropriate areas of the family house; if you use your bedroom as a workspace, then you should have your bedroom door open.
- Only teachers will initiate video conferencing.
- When using video, both pupils and staff must wear appropriate clothing.
- Any video conferencing or voice conferencing may be recorded by staff and stored securely in accordance with GDPR regulations.
- It is forbidden for any pupil to use a second device to record or photograph any material on Google Meet or any other live or recorded material of another pupil or teacher.
- Any material on Google Classroom, be it files, messages or videos must only be shared within the Cundall Manor School (CMS) pupil community for the purpose of learning.

It would be considered a serious disciplinary offence if any pupil was to tamper or interfere with systems in place to promote the learning for all on any of the platforms being used for remote learning. Any abuse directed at pupils or staff will be dealt with under the Behaviour and Sanctions Policy.

We all have an individual responsibility to ensure that remote learning is a positive experience for all.

## GSuite For Education

At CMS we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At CMS, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. G Suite and Google Classroom provide a pathway for pupil teacher communication and a location to store set and returned work. When working from home, it is expected that our younger pupils will need parental support to log in and check for work or manage emails.

The appendix to this document provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions. Then fill out the online consent page on SchoolBase. If you do not provide your consent we will discontinue all G Suite activity relating to your child. Students who cannot use Google services will not have access to school chromebooks, any prep work set or remote curriculum when required.

For pupils in reception through to form 4 we have restricted email addresses to only allow them to communicate directly with staff, receiving and responding to work provided through Google Classroom.

### **Pupil User Agreement for the Pupil Acceptable Use Policy**

By selecting "Consent Given" in the SchoolBase online form I confirm that I have spoken to my child and they agree to follow the school rules when using the school computers and any accounts set up by the school. They will use the network in a sensible way and follow all the rules in the acceptable use policy. If they do not follow the rules, I understand that this may mean they might not be able to use the computers and/or Google account. I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the computers or accounts may have their use stopped, more closely monitored or past use investigated.

## Appendix

### **G Suite for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

#### **What personal information does Google collect?**

When creating a student account, CMS may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account, although this should not be needed.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

## **Does Google use student personal information for users in schools to target advertising?**

No. For G Suite for Education users in primary and secondary schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## **Can my child share information with others using the G Suite for Education account?**

CMS may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. Although most work will only be shared internally between teachers and their classes, from time to time classes will produce work that is shared publicly. When users share information publicly in this way, it may be picked up and displayed by search engines, such as Google and accessed by users all across the internet.

## **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With CMS. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the IT Manager at CMS. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact David Todd at [davidtodd@cundallmanor.org.uk](mailto:davidtodd@cundallmanor.org.uk). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))