



Safe and Responsible Use of Technologies Agreement

Muskham Primary School asks its whole community (staff, parents, carers and pupils) to promote the "Three Commons" approach to behaviour when using technology:

- Common courtesy**
- Common decency**
- Common sense**

The wording of this agreement is written in adult terms as it applies as much to staff and families as it does pupils. For children, we aim to instil safe and responsible habits in preparation for life in the modern world. Adults in school translate the content of this agreement into words and phrases which children understand and learn from, something we hope families will also do.

How do we show common courtesy with technology?

- o We only access our own files, documents and accounts, and never those belonging to others.
- o We ask someone's permission before uploading photographs, videos or any other information about them.
- o We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency with technology?

- o We do not create or post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying and may be harassment or libel.
- o When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law. We report such comments to the appropriate person in authority.

How do we show common sense online?

- o We think about consequences for ourselves and others before we click.
- o We think before we upload comments, photographs and videos.
- o We think before we download or forward any materials.
- o We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- o We think about the environment before we print
- o We make sure we understand changes in use of any web sites we use.
- o We do not arrange to meet people we don't know in real life.
- o We block harassing communications and report any abuse.

Any negative action can potentially impact on a child, a family, staff or the school and can potentially lower a reputation or damage a person's self-esteem or health.

In the event that any member of school staff, a parent or a carer is found to be posting libellous or inflammatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site and informed of their breach of this school agreement.

Where the actions of pupils (either in school or out) fall short of the standards detailed in this agreement, the school will always discuss the incident with the child's parent or carer.

Parent or carer signature on behalf of the child and family:

Date