

# Remote Learning Policy

## Our Lady's Bishop Eton Primary School



### Device loan agreement and Technology Acceptable Use Agreement.

#### Statement of intent

Our Lady's Bishop Eton is dedicated to providing pupils with the best education possible. We understand the key role technology plays in maximising pupils' access to learning, as well as making lessons more exciting and interesting. We are committed to ensuring pupils have access to the necessary facilities to carry out their work. We believe it is important for pupils to be confident and competent users of equipment and the resources they allow access to.

Staff, pupils and parents are expected to familiarise themselves with the school's Online Learning policy and the school's Acceptable Use Agreement before loaning any equipment. Copies of these will be made available on request.

#### Device loan agreement – parents

This agreement is between Our Lady's Bishop Eton and the parent of the pupil who is loaned a school device or computing equipment. It is valid from the date that the device is issued until the date that the device is returned. The device remains the property of the school and is subject to the relevant school policies.

This agreement has been created to establish the conditions by which your child may be loaned a device for the purposes of remote learning. It explains the acceptable use of the device which you should ensure your child adheres to at all times. You should read and understand the agreement's conditions before consenting to the loan.

If the conditions of this agreement are breached, the school may request that the device be returned immediately. You may be liable for any damages or loss of property incurred.

For the purpose of effectively administering its ICT systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its devices. This may, at times, necessitate the monitoring of the device and its internet activity; personal privacy and confidentiality will be strictly observed at all times.

#### Acceptable use

The device or computing equipment belongs to the school and is provided on loan for your child's use; it should not be loaned out to anyone else or used by anyone else. The device is to be used for the purpose of remote learning only and not for personal use. The school may monitor your child's activity on the device. Your responsibilities include the following:

- Ensuring your child's activity on the device is overseen by an adult at all times.
- Preventing your child from carrying out activity that is inappropriate and contrary to the device's intended purpose.
- Recognising that the school will manage your child's activity in line with the Behavioural Policy if they engage in unacceptable use, such as using offensive language, using the internet to bully someone and breaches in safeguarding.
- Ensuring the online safety of your child on the device, e.g. setting parental controls on your home broadband where necessary.

- Ensuring that your child’s activity on the device does not bring the school into disrepute, this includes the use of social media.
- Installing software on the device only with the prior agreement of the school.
- Ensuring that the device is not modified in any way, e.g. removing covers or disabling applications.
- Reporting any issues with the device to the school as soon as possible by phoning the office on **0151 722 2982**.

### Data protection

In order to keep the data on the device protected, you are expected to observe the following measures:

- The device will be kept password-protected with a password provided by the school; this must not be shared with anyone else.
- The device is locked whenever it is not in use or left inactive for a period of time.
- The device is not used by anyone else in the household.
- The latest updates to operating systems and anti-virus software are downloaded as prompted by the device or the school.

If at any time there are any issues or concerns regarding the above measures, you should contact the school’s ICT support team as soon as possible at [IThelp@ourladysbishopeton.com](mailto:IThelp@ourladysbishopeton.com). The school will manage data on its devices in line with the Data Protection Policy.

### Loss or damage

By signing this agreement, you are accepting full responsibility for the device loaned to your child and acknowledging you understand the conditions of its use. The device will remain your responsibility until it has been returned to the school in the same condition that it was received.

If the device suffers damage you will immediately contact the school. You will contact the school and the police where it is suspected stolen. You acknowledge that you are responsible for reasonable costs requested by the school to repair or replace the device where necessary.

If you face difficulty in reimbursing the costs of repair or replacement of the device, you should contact the **headteacher** on **0151 722 2982** to discuss the matter.

In order to protect the device, you will ensure the following measures are observed:

- The device is not left unsupervised when in use
- The device is kept in a secure place when not in use
- The device is not left visibly on display in a car or at home
- The device is used appropriately, e.g. on a table
- No marks or decorations, e.g. stickers, are placed on the device
- No food or drink is consumed near the device.

Please read each statement and tick the corresponding box to show you agree to the terms, then provide your name below.

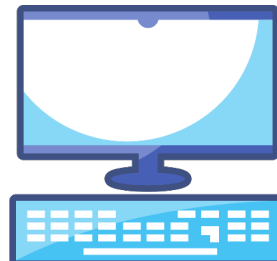
- I will use ensure my child uses the device appropriately.
- I will follow this agreement at all times and return the device to the school when requested.
- I understand that if I or my child do not follow this agreement the school may request that the device be returned immediately.
- I understand that I may be liable for reasonable costs incurred if the device needs to be repaired or replaced during this agreement.

<b>Pupil name (please print)</b>	
<b>Parent name (please print)</b>	
<b>Parent signature</b>	
<b>Date</b>	


# Technology Acceptable Use Agreement (Child -Friendly)

At **Our Lady's Bishop Eton**, we know that it can be fun to use technology as part of your learning experience. We want everyone to be able to use technology, like computers and tablets, but it is important that you are safe when you are using them.


We have created this agreement to help you understand how to be safe when you are using technology. Please read this carefully and sign your name to show that you understand your responsibilities when using technology. Ask your teacher if there is something that you do not understand.



## I will:

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- ✓ Only use technology, such as a computer, when a teacher has given me permission.
  - ✓ Only use technology for the reason I have been asked to use it.
  - ✓ Only use the internet when a teacher has given me permission.
  - ✓ Ask for help when I have a problem using the technology.
  - ✓ Look after the device and try not to damage it.
  - ✓ Tell the teacher if my device is not working or damaged.
  - ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
  - ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.

## I will not:

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- ✗ Tell another pupil my username and password.
  - ✗ Share personal information, such as my age and where I live, about myself or my friends online.
  - ✗ Access social media, such as Facebook, TikTok and WhatsApp.
  - ✗ Speak to strangers on the internet.
  - ✗ Take photos or videos of myself or my friends using a school device without permission.

**Please read each statement and provide a tick to show that you agree, and then write your name below.**

- I understand why it is important to use technology safely and correctly.
- I understand my responsibilities when using technology and that the school will monitor how I use it.
- I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- I will follow these rules at all times.

Pupil name (please print):

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Date:

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Parent name (please print):

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Parent signature:

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Date:

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