



## Carisbrooke CE Primary School

### Home-School Internet and Virtual Learning Environment (VLE) User Agreement

The VLE is Carisbrooke CE Primary's learning platform, and is our school on the internet. When pupils use the VLE, they must follow rules similar to those in school. Your child's class teacher has discussed these rules with your child. We encourage you do the same at home. Please sign at the bottom and ask your child to sign also. **Please return this sheet to the school AND retain the second copy for your own reference.** You may wish to display this near your home computer.

#### VLE User Responsibilities – Parental

- ✚ I will keep my password private
- ✚ I will encourage my child to keep their VLE password private (but they can tell me)
- ✚ I will tell a member of school staff if I think that someone else knows my or my child's VLE password.
- ✚ I will encourage my child to be a responsible user of the VLE and to use appropriate language when he / she adds items or sends emails.
- ✚ I understand that I am responsible for everything that I write on and add to the VLE. I only write what I want others to see. I understand that school staff can monitor all VLE activity. I will encourage my child to be responsible when adding items to Carisbrooke VLE.
- ✚ I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules.
- ✚ I will encourage my child to check with me before using the internet at home.
- ✚ I will ensure that my child knows to tell me (at home) or staff (at school) if they see or read inappropriate material on the internet – particularly social networking sites
- ✚ I understand that access to the school VLE and the school internet is provided by the school and all users must adhere to the user agreement in order to retain log-in privileges.
- ✚ I understand that if my child does not keep to the rules, I will be informed and my child will not be allowed to log-in to the VLE or use the school internet for a set period of time (decided by the Headteacher)
- ✚ I understand that by signing this agreement I am giving permission for my child to use the internet in school and to have access to the school VLE.

**Key Stage 2: Internet & VLE Rules**

- ☺ I act responsibly by following my teachers' and my parents' instructions when using the school VLE and the internet.
- ☺ I am responsible for keeping my VLE password private
- ☺ I tell a member of school staff if I think that someone else knows my school VLE password
- ☺ I login to the school VLE using my own username and password ONLY
- ☺ I use appropriate language when using the VLE, email and other communication tools through the internet.
- ☺ I do not give out any personal information (such as my address or telephone number) to anyone I communicate with through the internet.
- ☺ I am responsible for everything that I write and add the school VLE. I only upload and write what I want others to see. I understand that my teachers monitor what I add to the school VLE.
- ☺ I act responsibly by telling my teachers if I think someone else is behaving irresponsibly by breaking the rules.
- ☺ I check with my teachers or parents before using any websites. In school I only use the internet for school work only and with permission from my teacher.
- ☺ I am responsible for telling my parents or teachers if I see or read inappropriate material on the internet. If I accidentally see something that upsets me or is inappropriate, I will switch off the monitor before alerting an adult.
- ☺ I understand that I must act appropriately when using the school internet and VLE at all times
- ☺ I understand that if I act inappropriately, my parents will be informed and I will not be allowed access to the school internet or VLE for a set period of time (decided by the class teacher)

**Pupil name & Signature:**

**Parent name(s) & Signature:**

**Date:**