

## Acceptable Use Policy for Parents

### Background

**Technology has transformed learning and communication for individuals and for all organisations that work with children. However, its use also brings risks. All users should have an entitlement to safe internet access.**

This Acceptable Use Policy for Parents is intended to ensure that:

- ✓ Adults will act responsibly to stay safer while online, being a good role model for younger users;
- ✓ Effective systems are in place for the online safety of all users and the security of devices, systems, images, personal devices and data;
- ✓ Staff, volunteers and parents are aware of and can protect themselves from potential risk in their use of online technologies.

### Policy Statement

School systems and resources, including My Montessori Child, are intended for educational purposes, and may only be used for legal activities consistent with the rules of the company and the principle of respect. If you make a comment about the school you must state that it is an expression of your own personal view.

Any use of the system that would bring the name of a person or the school into disrepute is not acceptable. All users are required to follow the conditions laid down in the policy. Any breach of the conditions may lead to withdrawal of the user's access and/or retrospective investigation of the use of services, and in some instances could lead to criminal prosecution.

### CONDITIONS OF USE

#### Personal Responsibility

Users are responsible for their behaviour and communications. Parents are expected to use the resources for the purposes for which they are made available. It is their responsibility to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure that unacceptable use does not occur.

#### Acceptable Use

##### For my own safety and the safety of others I understand that:

- ✓ I will ensure that my on-line activity does not compromise my parental responsibilities, nor put my own or any other parent's child at risk;
- ✓ I will not use my access to photos and information on 'My Montessori Child' for online communication with friends or third parties;
- ✓ I will not use my access to photos and information on 'My Montessori Child' for 'Social Media' in any circumstances;
- ✓ I will share other's personal data only with their permission;
- ✓ I will not download anything that I do not have the right to use;
- ✓ I will keep my personal passwords and those of others confidential;

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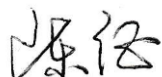
- ✓ I will only use my personal device if I have permission & use it within the agreed rules;

### Security:

Parents are requested to inform the Manager or the Principal immediately if a security problem is identified and should not demonstrate this problem to other parents. Data held on 'My Montessori Child' is regularly checked by Management. Parents or other Users identified as a security risk will be denied access to the system.

**Review Date:** 17/03/18

**Signature:**



### Version Control Record: Acceptable Use Policy for Parents

Version Number	Changes Made	Date	Person Responsible
AUPP1	Created	04/02/2016	Thea Bredie
AUPP1	Updated with Jason Chen's signature	17/03/2017	Jason Chen

### ----- Agreement Form for the Acceptable Use Policy for Parents

As a Parents with access to 'My Montessori Child' I agree to follow the rules (set out above) on its use. I will use the system in a responsible way and observe the restrictions explained in the Acceptable Use Policy. If I am in any doubt I will consult the Management. I agree to report any misuse of the system to the Setting Manager.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other potential consequences.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_\_

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Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_\_