



Willow Wood Community Primary School

Acceptable Use Policy

Review Date

The policy will be reviewed every two years by the co-ordinator, staff and governors. The last review date was Autumn 2017. The next review date will be Autumn 2019.

Context

*Harnessing Technology: Transforming learning and children's services*¹ sets out the government plans for taking a strategic approach to the future development of ICT.

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." DfES, eStrategy 2005

The Green Paper *Every Child Matters* and the provisions of the *Children Act 2004, Working Together to Safeguard Children* sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example,

¹ <http://www.dfes.gov.uk/publications/e-strategy/>



we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour.

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties - the pupils, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

Aims

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school's Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- The Local Authority filtering system is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.



- The use of personal memory sticks, CD Roms or other digital storage media in school will not be permitted.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will immediately report accidental accessing of inappropriate materials in accordance with school procedures. The co-ordinator will immediately alert the Local Authority ICT department.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (*plagiarism and copyright infringement*).
- Pupils will never disclose or publicise personal information.
- Downloading materials and images not relevant to their studies, is in direct breach of the school's acceptable use policy.

E-Mail

- Pupils will use only approved school or class e-mail accounts. This will be under supervision by, or with the permission of a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through e-mails or the Internet.
- Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.

School Website

- The website is regularly checked to ensure that there is no content that compromises the safety of pupils and staff.
- The publication of student work will be co-ordinated by a teacher.
- The publication of student's photographs showing the pupils engaging in educational activities will be co-ordinated by a teacher.
- Personal pupil's information including home address and contact details will be omitted from web pages.



- Pupils will continue to own the copyright of any work published on the school website or the schools Twitter account.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, is in breach of the school's acceptable use policy.

If a pupil brings a mobile phone into school it should be handed in to the school office and collected at the end of the school day.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, suspension of expulsion, in accordance with the school's Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

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Acceptable Use Policy Parent Acceptance form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the headteacher.

Name of Pupil: _____

Year Group: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.



Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph
(please tick as appropriate)

I do not accept the above paragraph

In relation to the school's website and the school's Twitter account. I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website or the Twitter account. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website or the Twitter account.

I accept the above paragraph
(please tick as appropriate)

I do not accept the above paragraph

In relation to the school's website and the school's Twitter account. I also accept that, if the school considers it appropriate, my child's photograph may be chosen for inclusion on the website or the Twitter account. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's photographs on the school website or the Twitter account.

I accept the above paragraph
(please tick as appropriate)

I do not accept the above paragraph

Signature: _____ **Date:** _____

Address: _____



Telephone: _____

Keeping safe: Stop and Think, before you Click!

Pupil name:

I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.



I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, digital cameras, video recorders, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit, and that if they have any concerns about my safety, that they may contact my parent/carer.

Pupil's signature

Date: ____/ ____/ ____

Keeping safe: Stop and Think, before you Click!
12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.



- I will keep my logon and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.