

# Slaley First School

## Acceptable Use Policy - Pupils

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives on the Governing Body will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This agreement is designed to ensure that all pupils are aware of their responsibilities when using any form of IT and the related technologies such as email, the internet, and mobile devices.

This version of the AUP was revised in May 2018 by Mrs. D. Brett, E-safety lead.

### **School's 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.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school/county regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with the appropriate training in the area of Internet safety by the E-Safety representative.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be monitored and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires the Headteacher's permission.
- 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 must report to staff if they accidental access any inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into class activities and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

## **Email**

- Pupils will use approved class email accounts, supplied by the Local Educational Authority, under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene 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 or telephone numbers or pictures.
- Pupils will listen to guidance from their teacher and never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The school website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will only use digital photographs on the school website with parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school website will not publish the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

### **Personal Devices**

Pupils will not be permitted to bring to school or use personal technology, for example mobile phones, on the school premises. Children will not be permitted to take unauthorised images with a still camera, as this is in direct breach of the school's acceptable use policy.

If technologies, such as mobile phones, are brought onto the premises then they are to be kept in the school office until the end of the school day. A signed letter must accompany the mobile phone to outline the reason it needs to be brought to school.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018

### **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### **Sanctions**

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

**Slaley First School**

**Slaley**

**NE47 0AA**

## **Acceptable Use Policy 2018**

### **Permission Form**

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

**Name of Pupil:** \_\_\_\_\_ (Please print name)

**Class/Year:** \_\_\_\_\_

### **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 ☐ I do not accept the above paragraph ☐**

*(Please tick as appropriate)*

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

**I accept the above paragraph ☐ I do not accept the above paragraph ☐**

*(Please tick as appropriate)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_