STONEFERRY PRIMARY SCHOOL

<u>ACCEPTABLE USE POLICY (AUP)</u>

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Review Date
The policy will be reviewed every two years by the ICT coordinator, staff and governors. The next review date will be September 2019.

Context
The internet has many valuable teaching resources, many of which are available for free. As a school staff are expected to alert each other to good sites that help to aid teaching and provide excellent learning opportunities children.

Stoneferry Primary School is committed to the safeguarding and welfare of pupils in its care. Children should be kept safe from:
- maltreatment, neglect, violence and sexual exploitation
- accidental injury and death
- bullying and discrimination
- crime and anti-social behaviour in and out of school

Many of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use IT in its various forms. For example, 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 IT 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 (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The AUP will be reviewed annually by staff and governors. 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 internet provider's 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.
- Staff will only use encrypted memory sticks in school.

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 safety co-ordinator will immediately alert the school's internet provider.
- 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.

Internet Chat
- Access to internet chat rooms and messenger services will not be permitted.
- Pupils will only have access to discussion forums, messaging or any other forms of electronic communication that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised or monitored.
- User names will be used to avoid disclosure of identity.

School Website and Twitter account
- The website and twitter account 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 member of staff.
- Personal pupil information including full name, 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 on twitter.

Personal Devices
Pupils are not permitted to bring their own technology in school, such as mobile phones and Ipads. 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. Staff must turn their phones off or onto silent during school hours. They must not use their phone during directed school sessions without permission from the headteacher. Staff wishing to use their phone during break times must do so in a private space away from children.

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

September 2018

Stoneferry Primary School
Keeping safe: Stop, Think, Before you Click!
Rules for Responsible ICT use for KS2

These rules will keep everyone safe and help us to be fair to others.
- I will ask permission from a member of staff before using the Internet.
- I will only use websites that a member of staff has chosen.
- I will close a webpage immediately if I am not sure about it and will tell an adult.
- 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 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 never give out personal information or passwords unless I have been given permission to do so.
- I will never arrange to meet anyone I don't know unless my parent, 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.
- I will not use internet chatrooms or messenger services.

Pupil and Parent agreement	
All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.	
Pupil:	**Class:**
Pupil's Agreement • I have read and I understand the school e-Safety Rules. • I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times. • I know that network and Internet access may be monitored.	
Signed:	**Date:**

Parent's Consent for Internet Access
- I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that the school cannot be held responsible for the content of materials accessed through the Internet.

Signed:	**Date:**
Please print name	

Stoneferry Primary School
Keeping safe: Stop, Think, Before you Click!
Rules for Responsible ICT use for KS1

These rules will keep everyone safe and help us to be fair to others.
- I will only use the Internet and email with an adult
- I will only click on icons and links when I know they are safe
- I will only send friendly and polite messages
- If I see something I don't like on a screen, I will always tell an adult

Pupil and Parent agreement	
All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.	
Pupil:	**Class:**
Pupil's Agreement • I have read and I understand the school e-Safety Rules. • I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times. • I know that network and Internet access may be monitored.	
Signed:	**Date:**
Parent's Consent for Internet Access • I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. • I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. • I understand that the school cannot be held responsible for the content of materials accessed through the Internet.	
Signed:	**Date:**
Please print name	

Stoneferry Primary School
Keeping safe: Stop, Think, Before you Click!
Rules for Responsible ICT use for FS

These rules will keep everyone safe and help us to be fair to others.
- I will only use the Internet and email with an adult
- I will only click on icons and links when I know they are safe
- If I see something I don't like on a screen, I will always tell an adult

Pupil and Parent agreement	
All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.	
Pupil:	**Class:**
Pupil's Agreement • I have read and I understand the school e-Safety Rules. • I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times. • I know that network and Internet access may be monitored.	
Signed:	**Date:**
Parent's Consent for Internet Access • I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. • I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. • I understand that the school cannot be held responsible for the content of materials accessed through the Internet.	
Signed:	**Date:**
Please print name	