



St Gilbert's R.C. Primary School

Acceptable Use Policy

Review Date

The policy will be reviewed every two years by the ICT co-ordinator, staff and governors. The last review date was December 2015. The next review date will be December 2017.

Context

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.

It is the duty of the school to ensure that every child in our 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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, governors and parent representatives. 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 completely block the risk of exposure to inappropriate material.



St Gilbert's R.C. Primary School

Acceptable Use Policy

- Pupils and teachers will be provided with training from the Child exploitation and online protection centre (CEOP) in the area of safe internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software provided by the managed ICT 'Digitech' 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 online at all times.

World Wide Web

- Pupils will use the internet for educational purposes only.
- 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 not have a school based e-mail and will not be permitted to send and receive e-mails on school premises.

Internet Chat

- Access to internet chat rooms will not be permitted. Pupils will not be permitted to download any programmes that enable internet chat. They will not be permitted to download any programmes that are not authorised by school and those which do not adhere to our school rules.

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.
- 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.

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.



St Gilbert's R.C. Primary School

Acceptable Use Policy

Sanctions

Misuse of the Internet will result in disciplinary action, including written warnings to both the child involved and their parents or carers. Warnings given to children will be written in child friendly language so that they are fully aware of the sanctions that they have breached. These warnings will be written by the Head teacher or Deputy Head teacher.

A written warning to parents will be given by the Head teacher or Deputy Head teacher and this will be posted to the child's residing address. In some cases, withdrawal of access privileges, and in extreme cases, suspension or expulsion, in accordance with the school's behaviour policy, may result. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was written by K. Ward, H. Seddon ICT Coordinators, in consultation with staff, governors and parents.



St Gilbert's R.C. Primary School

Acceptable Use Policy

Keeping safe: stop, think, before you click!

Upper Key Stage 2

9 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.
 - I will only delete my own files.
 - I will not look at other people's files without their permission.
 - I will not bring any electronic files into school.
 - I will ask permission from a member of staff before using the internet
 - The messages I send, or information I upload, will always be polite and sensible.
 - I will not open an attachment, or download a file without it being approved by my teacher first.
 - I will not download any programmes onto a school computer
 - 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.
- ✓ **If I am using the internet outside school I will try to remember to follow the 5 SMART rules discussed in school.**



St Gilbert's R.C. Primary School

Acceptable Use Policy

Parent Acceptance form

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

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.

I accept the above paragraph

I do not accept the above paragraph

(please tick as appropriate)

In relation to the school's 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:** _____



St Gilbert's R.C. Primary School

Acceptable Use Policy

Key Stage 1

Pupil confirmation and signature

Pupil name: _____

I have read Sid's Top Tips to keep me safe online. My teacher has explained them to me.

I understand these tips are there to help keep me safe, and my friends and family safe. I agree to follow Sid's Top Tips.

Pupil's signature _____

Date: ____/ ____/ ____



St Gilbert's R.C. Primary School

Acceptable Use Policy

Key Stage 2

Pupil confirmation and signature

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, 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: ___/ ___/ ___