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Lanesend Primary School

Acceptable Use Policy Safeguarding, Welfare and Children's Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2020 (Every 2 Years)
Reviewed By: Computing Manager and Child-Centred
Group

Lanesend Primary Acceptable Use Policy

This policy document is drawn up to protect all parties – the children, 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 children 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

- The school has implemented a filtering system that is managed by IFF. Any concerns are reported immediately to them and they will block any inappropriate websites.
- Internet sessions will always be supervised by a teacher.
- Our broadband supplier operates a filtering system in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor children's Internet usage.
- Children and teachers will be provided with training in the area of E-Safety
- 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 by children in school is only allowed when supervised by the teacher for sharing projects or home learning.
- Children will treat others with respect at all times and will act accordingly to uphold the reputation of the school.

World Wide Web

- Children will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Children will immediately report accidental accessing of inappropriate materials in accordance with school procedures. The Computing Manager will immediately alert the School Child Protection Officer.
- Children will use the Internet for educational purposes only.
- Children will not copy information into assignments and fail to acknowledge the source (*plagiarism and copyright infringement*).
- Children 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.

Use of World Wide Web in the Classroom

There are two agreed procedures for the use of video and streaming in the classroom.

1. If staff have preplanned to show a video, they must either paste the link into a PowerPoint or use Safeshare - <https://safeshare.tv/>
 2. If staff are using the Internet, including YouTube, spontaneously they must turn off the TV to check suitability first and must stay at the computer to start and stop videos. Autoplay must be turned off.
- Vimeo is not to be used and will remain blocked.
 - Staff are to check that streaming sites are used safely and content is appropriate for the children before use in the classroom.
 - In all instances, staff members must be by a computer ready to start and stop videos when they are being used.
 - This applies to all staff, including Squirrel's Den staff, both during term time and in the holidays.

E-Mail

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

Internet Chat

- Access to Internet chat rooms will not be permitted.
- Children 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

- The website is regularly checked to ensure that there is no content that compromises the safety of children and staff.
- The publication of children's work will be co-ordinated by a teacher.
- Personal children information including home address and contact details will be omitted from web pages.
- Children will continue to own the copyright of any work published on the school website.

Personal Devices

Children 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.

Mobile phones should be switched off and given to the class teacher or the main office during the school day. Families are reminded that in cases of emergency during the school day, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Whilst on the school site, families should not use their mobile phones in classrooms. All calls or use of the phone should be completed outside of the classroom. Photographs can only be taken when permission has been given by the Headteacher, for example during school productions or assemblies.

Mobile Devices

The school has a growing number of mobile devices such as iPads which are used to teach the computing curriculum and enhance learning in other areas of the curriculum.

- Children will only use apps that have been installed by a member of staff
- Children will only use apps that they have been directed to use in any particular lesson.
- Children will not use these devices to knowingly access inappropriate content.
- Children will only use the camera/video facility to take photographs or film others with their permission.
- Children will take care to prevent the devices from becoming damaged in any way.

Consequences

Failing to adhere to this policy 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.

Lanesend Primary School - ACCEPTABLE USE POLICY Family Acceptance Form

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

Name of Child: _____

Year Group: _____

Child

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

Child's Signature: _____ **Date:** _____

Families

As the family of the above child, I have read the Acceptable Use Policy and grant permission for my child 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 children access unsuitable websites.

I accept the above paragraph

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 accept that personal devices brought into school by my child will be switched off and handed into the school office or the class teacher and I will refrain from using my own personal devices whilst inside the school building.

I accept the above paragraph

Signature: _____ **Date:** _____

Keeping safe: stop, think, before you click!

Child's Name: _____

- I have read the school 'rules for responsible Computing 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, online communities, digital cameras, video recorders, mobile phones 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 family.
- I understand that if I bring a personal device into school, I switch it off and hand it into my class teacher or the school office.

Child's signature _____

Date: _____

Keeping safe: stop, 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.