

INTRODUCTION

An acceptable use policy (AUP) is a framework for students and their parents, guardians or carers, and the school. As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of modern communications, technology and the internet.

The objectives of this policy are:

- To promote the safety of learners in our care both in school and elsewhere.
- To ensure all members of the school community are aware of e-safety.
- To encourage safe and responsible use of technology and the internet.

EDUCATIONAL BENEFITS OF ICT

At St Christophers Prep School, we acknowledge that technology continues to change the way we live and work. We aim to utilise the many educational benefits of ICT and use this powerful tool, to provide and expand good quality learning experiences within all aspects of the curriculum, at each key stage. However, we realise the need to understand both positive and negative aspects of its use and ensure pupils have the knowledge and understanding to make informed decisions. To do this requires the cooperation of pupils, parents as well as staff and governors.

PROTECTING PUPILS- FILTERING

Internet access is filtered by CyberRoam. However, because of the nature of the Internet, there is a possibility that an inappropriate site can be accessed. If this happens, the head of ICT should be informed who may need to report it to ICT champion so that the site can be blocked. The incident should also be reported to the Headteacher who may need to take further action. The child's parents should be informed and, if appropriate, the teacher should have a sensitive chat with the child concerned.

E-MAIL

All pupils have their own school email accounts. This is provided by Google for free as part of their Google account education platform. The Pupils email accounts are created and maintained by the school and are secure. When a pupil leaves the school their google account and email are deleted.

THE SCHOOL WEBSITE

Any images of children used on the school website will not be labelled with the children's full names. Children will be referred to by first names only, and no personal information

about pupils or teachers will be revealed. If parents request that photographs of pupils should not appear on the internet then this will be respected. Our administrators will keep an up-to-date list of these pupils.

CHAT ROOMS AND INSTANT MESSAGING

Pupils will not be allowed to use chat rooms, newsgroups or instant messaging, unless this has a direct bearing on their learning and is closely supervised by a teacher. This should be sanctioned by the headteacher beforehand.

SANCTIONS

Deliberate misuse of computer systems by pupils will be dealt with by the class teacher or the headteacher, and the sanction will be appropriate to the misdemeanour. Misuse by members of staff will be dealt with as set out in the staff handbook.

E-SAFETY EDUCATION

Before accessing the Internet, children will be continuously taught how to use the Internet sensibly and safely according to the e-safety policy. They will also be introduced to the school's AUPs and be asked to agree to abide by the guidelines given.

All members of the school community will be asked to sign a copy of an age appropriate AUP.

PROMOTING AND MAINTAINING AWARENESS

This acceptable use policy will be widely promoted within the school to governors, staff, pupils and parents alike, at an appropriate level.

MONITORING AND REVIEWING THE ACCEPTABLE USE POLICY

Once adopted, this acceptable use policy will be monitored regularly to ensure that it is effective, and reviewed and updated to ensure that it continues to meet the requirements of the school, and any emerging uses of technology.

Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will keep my passwords private unless I need to share them with a trusted adult.

I will not interfere with anyone else's passwords, settings or files on the computer.

Any messages I post online or send in an email will be polite and responsible.

I know I must take care about giving away my personal information and making contact with people I do not know when using the internet.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Signed (child):..... Date:

Signed (parent): Date

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school.

These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

**Parent/Carer Acceptable Use Agreement
Permission Form**

Parent / Carers Name

Student / Pupil Name.....

As the parent / carer of the above pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, esafety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent/ Carer signature

Date

Acceptable Use Policy for School Staff

Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.

To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.

If I use any form of electronic communication for contacting pupils or parents I will use the school's system, never a personal account.

I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

I may use my personal mobile phone or other personal electronic equipment to photograph or video pupils for school marketing and publicity purposes then the photos must be deleted.

Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities.

I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.

I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.

I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.

I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular:

Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

I understand that I have the same obligation to protect school data when working on a computer outside school.

ACCEPTABLE USE OF IT POLICY



I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

Name.....

Signed.....

Date.....