

Scramerston First School

ICT Acceptable Use Policy

Parents and Children

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.
- To give pupils clear guidance on safe and acceptable use of these resources.
- To ensure that children, staff, parents, governors and volunteers are aware of the expectations of acceptable use when using electronic devices and the internet in school and at home.

The AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

General

- All children, staff and adults who visit the school regularly will be expected to sign the AUP.
- Internet sessions will always be supervised by a teacher.
- Filtering systems are used by our Internet Service Provider, (Northumberland County Council), in order to minimise the risk of exposure to inappropriate material.
- Northumberland County Council will monitor Internet usage. The summary of this will then be reviewed by the head teacher, Helen Harrison and the e-safety officer, Emma Holleywell.
- Students and teachers will be provided with continuous training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all lap-tops and net-books and is updated and checked automatically on a daily basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Children will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children will report accidental accessing of inappropriate materials in accordance with school procedures.
- Children will use the Internet for educational purposes only.
- Children will **NEVER** disclose or publicise personal information.
- Children will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or management reasons.

Email

- Children will use approved email accounts in school.
- Children will not send or receive any material that is illegal, obscene, and 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 or telephone numbers or pictures.
- Children will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Children will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat/ Blogging/ Forums

- These mediums may only be accessed by children under direct instruction from a member of staff.
- Communication via these mediums will be monitored by the class teacher.
- Blogging/ chat may only take place via the county VTLE.

School Website

- Pupils will be given the opportunity to publish projects, artwork, school work, blogs or podcasts on to the school website.
- Any work or comments that are put on to the school website will be monitored and published first by a member of staff (E.Holleywell)
- The publication of pupil work will be co-ordinated by school staff and monitored by E. Holleywell.
- Children's work may appear in an educational context on our school website pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the surnames of any children.
- The school will ensure that the image files are appropriately named – will not use children's names in image files if published on the web.

Photographs and Videos

Scremerston First School uses photographs and/ or videos to showcase our children's achievements and promote the school. Photographs and/ or videos may be used in the following ways: school yearbook, school concerts, school website, school displays, exhibitions/ training outside the school, newspaper coverage of events, events and competitions.

Personal Devices

- Children are prohibited from bringing personal devices into school.
- Staff personal devices may only be used in the staffroom.

Support Structures

The school will inform children 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.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return to school.

School Name: Scremerston First School

Name of Pupil: _____

Class/Year: _____

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 follow 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 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 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: _____