



# The Village Federation of Carsington & Hopton and Kirk Ireton Primary Schools



## **ACCEPTABLE USE OF ICT AND THE INTERNET POLICY**

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 and email use and access is considered a school resource and privilege. Therefore, if the school policy is not adhered to this privilege will be withdrawn.

This policy will be revised annually. Before signing, the policy should be read carefully to ensure that the conditions of use are accepted and understood. Parents should ensure that their children have read and/or understand the content of the policy before signing their agreement.

### **School's 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.
- Filtering systems are used by our Internet Service Provider, (EMPSN), in order to minimise the risk of exposure to inappropriate material.
- EMPSN will monitor Internet usage.
- Pupils and teachers will be provided with 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 machines and is updated and checked automatically on a daily basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### **The Internet**

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement).
- Pupils will **NEVER** disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **Email**

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

## **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school, e.g. the school's Twitter account
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work onto the School website with regard to school and British Council Policy and approval processes regarding the content that can be uploaded.
- Facilities such as guestbooks, noticeboards, weblogs and websites will be checked to ensure that they do not contain personal details.
- The publication of pupil work will be co-ordinated by school staff.
- Pupils' work may appear in an educational context on our school website pages with a copyright notice prohibiting the copying of such work without express written permission.
- 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. Where appropriate, content may be password protected.
- 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 pupils.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web.
- Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Pupils are prohibited from bringing personal devices into school unless with prior permission.

## **Support Structures**

The school will inform pupils 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.

## **Pupil Specific Agreements**

### **For my own personal safety:**

- I understand that the school will monitor my use of the ICT systems
- I will treat my usernames and passwords like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will tell an adult if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable on-line.

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will not interfere with anyone else's passwords, login settings or files on the computer.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language.
- I will not take or send images of anyone without their permission.
- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

### **I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet and contact with parents.

### **I have read and understand the above and agree to follow these guidelines when:**

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.