

# SOUTH STREET PRIMARY SCHOOL



## Internet Acceptable Use

January 2018

POLICY DOCUMENTATION

# Internet Acceptable Use Policy (AUP)

The aim of this acceptable use policy is to ensure that all pupils will benefit from the learning opportunities offered by the schools internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and sanctions will be imposed.

Before signing (sample attached), the AUP should be read carefully to ensure the conditions of use are accepted and understood.

## **School Strategy**

At South Street we employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These include:

General:

- Pupils will only be allowed to access the internet in the presence of a teacher or teaching assistant.
- Firewall to limit the risk of pupils being exposed to inappropriate material.
- Use of Impero, which monitors all internet access.
- Pupils and staff to be trained on internet safety.
- Only approved software to be uploaded by a member of staff.
- Virus protection software on all laptops which updates daily.
- Storage devices used with teachers permission.
- Pupils will treat all internet users with respect at all times.
- Pupils will not bring the school into disrepute.

## **World Wide Web**

- Staff and pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or objectionable content.
- Staff and pupils will report accidental accessing of inappropriate material according to school procedure.
- Pupils will use the internet for educational purposes.
- Pupils will not copy information without acknowledging the author/source (plagiarism and copyright infringement).
- Pupils will not disclose personal information.
- Only downloading permitted must be relevant to school work.
- School staff and pupils will be aware any usage, including distributing or receiving information, school related or personal, will be monitored for unusual activity, security and network reasons.

## **Email**

- Staff and pupils can access and send emails.
- Staff and pupils will not send or receive material that is illegal, obscene or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other peoples personal details.
- Pupils will not arrange face to face meetings with people they know only through the internet.
- Pupils can only send attachments with the teachers permission.

## **Internet Chat**

- Pupils will only use chat rooms, forums, messaging, and electronic communication platforms that have been approved by the school.
- Use of chat rooms, forums etc is for educational purposes and **must** be supervised.
- User names to be used not real names.

## **School Website**

- Publication of school work to be supervised by teachers, this will be copyrighted.
- Images of the children will only be uploaded with parent/guardians permission.
- Pupil's personal details will not appear on the website.
- All comments made on the website are vetted by the computing manager.

## **Personal Devices**

- Children are not to use personal devices in school.
- All mobile phones to be given to the teacher at the start of the day. This will be locked in a filing cabinet.
- Any use of a phone to send nuisance texts, or to take unauthorized pictures or films is in breach of the AUP.

## **Support Structures**

School will inform parents of where they can get support for any harmful or hurtful use of the internet or phones.

## **Sanctions**

Breaches of the AUP will result in sanctions such as privileges being withdrawn, written warnings, and suspension or expulsion in extreme cases. The school reserves the right to inform appropriate authorities of any illegal activities.

<b>Date this policy was formally reviewed and agreed by the Governing Body of South Street Community Primary School:</b>	
Approved by the Governing Body on:	Ratified on 13 March 2018
Reviewed by Head Teacher	Julie McGrow
Date:	January 2018
Date of next review:	January 2019



## South Street Community Primary School Acceptable Use Policy (AUP)

### Permission Form

Please read the Acceptable Use Policy, sign and return to the school.

Name of Pupil:

I agree to follow the school's Acceptable Use Policy for using the internet. I will use the internet in a responsible way according to school rules.

Signed:

Date:

### Parent/Guardian

As the parent/guardian of the child named above, I have read the Acceptable Use Policy, and give permission for my child to access the internet at school. I understand that the internet will be used for educational purposes. I understand that the school has taken all possible precautions to ensure the internet will be used safely but cannot be held responsible if the child accesses unsuitable sites.

I accept the above paragraph  I do not accept the above paragraph

I understand that the school may choose to upload my child's work to the website, adhering to the Acceptable Use Policy.

I accept the above paragraph  I do not accept the above paragraph

Signed:

Date:

Address:

Telephone number: