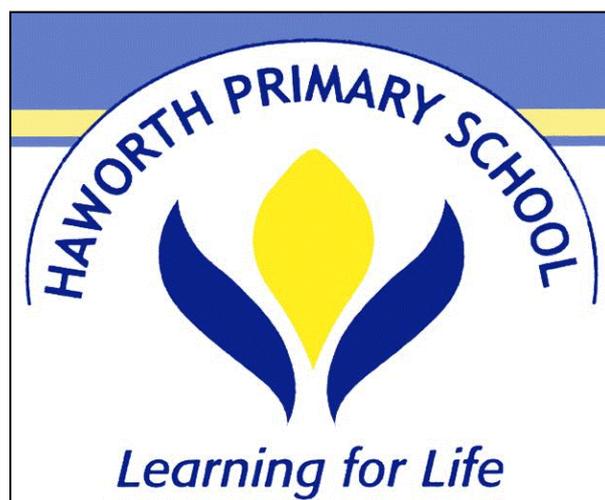


# Haworth Primary School



## Acceptable Use Policy (Pupil/Parent/Carer)

Headteacher:

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Date:

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Chair of Governors:

Date:

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Updated: April 2016

Review Date: April 2018

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Written by Caron Stone

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## **HAWORTH PRIMARY SCHOOL**

### **Acceptable Use Policy and Agreement**

#### **(Pupil/Parent/Carer)**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies 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.

#### **Aims:**

- 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.
- To ensure that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- To ensure that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.
- To ensure that pupils will have access to a wide range of IT equipment to enhance their learning and will, in return, expect pupils to agree to be responsible users.

#### **The children will have opportunities to:**

- Learn to use new technologies.
- Learn about the effect of unacceptable use on others.

#### **This will be provided through:**

- Shared responsibility between school and home.
- Access to a secure IT system, only accessible by a unique username and password provided by school.
- Logging all activity, and taking action quickly against unsuitable content or behaviour.
- Reference to the school Behaviour Policy, examples and consequences below.
- Moderating posts and comments on blogs before publishing or approving.
- Lessons in Internet SMART targets and online safety from Nursery to Year 6.
- A filtering system at school to block unsuitable websites and some peer-to-peer technologies, and virus protection on all school IT equipment (where possible).
- A monitoring system to report unsafe search terms and visits to unsafe sites.
- Adult supervision for use of Internet at school and monitoring of use at home.

### **Examples of unsuitable behaviour:**

- Sharing or posting links to material which does not follow guidelines set out in the other school policies, including but not exclusive to the e-safety Policy, Anti-Bullying Policy and Equality Policy.
- Sharing passwords with the intention of using someone else's account.
- Using school equipment or systems to carry out illegal activities, such as downloading or distributing copyrighted material without the owner's consent, or sharing libellous materials.

### **Use of Digital / Video Images:**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act).

To respect everyone's privacy and in some cases protection, these images **should not** be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *pupils* in the digital / video images.

### **Consequences for not following the Acceptable Use Policy:**

- Warnings: Verbal and written.
- Suspension of use of account and equipment.
- Legal action to prevent further violations and/or collect damages.

### **Application of this policy:**

- Parents are requested to sign the **Acceptable Use Agreement** to show their support for the school in this important aspect of the schools work.
- Parents / carers are requested to sign the permission form in **Appendix 1** below to allow the school to take and use images of their children and for the parents / carers to agree .
- Any misuse must be logged in the e-safety officer's file, which is kept in the Headteacher's office.
- Pupils and parents should use the 'CEOP' report button and report abuse on the school website or contact the school office.
- Staff must report any incidents to one of the e-safety team: Mr. C. Holdsworth, Mrs C Stone or the Headteacher.

## **Inclusion and Equal Opportunities:**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

The school is committed to the following:

- Opposing all forms of discrimination – individual and institutional, direct and indirect.
- Challenging all forms of discrimination about different groups in society.
- Translating good equal opportunities principles into all our policies and practice.
- Maintaining and developing an inclusive culture, where every individual feels valued and aspires to succeed.

## **British Values:**

Children who attend our school experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

Whilst with our school parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with a respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our school it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

## **Dissemination of the policy:**

- This Policy and permissions will be obtained once a year at the same time as checking home and emergency contact details.
- Where appropriate, staff must sign to say that they have read and understand the contents of this policy.
- The policy will be kept in the School Policy Files and that paper copies will be available on request.
- The policy will be available on the school website.
- All school staff will be informed of this policy and be encouraged to support its implementation.

## **Policy Review :**

- Ratified by Governors April 2016
- For review in April 2018



## HAWORTH PRIMARY SCHOOL

### **Acceptable Use Policy Agreement - (Pupil/Parent/Carer)**

**Parent / Carers Name**

**Pupil Name**

As the parent / carer of the above named child, I give permission for my son / daughter to have access to the internet and to IT systems at Haworth Primary School.

I have discussed the Acceptable Use Agreement with my son / daughter.

I understand that my child has received, or will receive online safety 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 the use of monitoring and filtering systems, to ensure that young people will be safe when they use the internet and IT 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 IT 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 online safety.

Signed

Date



## Digital / Video Images Permission Form

**Parent / Carers Name**

**Pupil Name**

As the parent / carer of the above *pupil*, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

I agree that if I take digital or video images at school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

**Signed**

Yes / No

**Date**