WEST TYNE FEDERATION OF SCHOOLS

Acceptable Use Policy

Our Vision….. "Alone we can do so little, together we can do so much" Helen Keller

Our Mission……

Our mission is founded on Christian beliefs and values to serve our local communities and wider community through providing the best possible education in the West Tyne Federation.

Our schools are committed to the personal development of all involved and aim to provide life-long learning.

We aim to provide extended facilities in our schools in order to support each child on their learning journey.

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 Therefore, if the school's Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives on the Governing Body will revise the Acceptable Use Policy annually. Before signing, the Acceptable Use Policy should be read carefully to ensure that the conditions of use are accepted and understood.

This agreement is designed to ensure that all pupils are aware of their responsibilities when using any form of ICT and the related technologies such as email, the internet, web2 technologies and mobile devices.

This version of the Acceptable Use Policy was revised July 2016 by Mrs Meek, Acting executive Head Teacher for the west Tyne Federation of Schools. It is expected that the Co-ordinator of E-Safety will lead the annual review of this policy in the future.

Federation's Strategy
The Federation employs a number of strategies in order to maximize 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 software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.

- Pupils and teachers will be provided with appropriate training in the area of Internet safety by the E-Safety representative.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be monitored and updated on a regular basis.
- The use of personal memory sticks, CD-ROMS, or other digital storage media requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils must report to staff if they accidentally access any inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into class activities and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies is in direct breach of the School's Acceptable Use Policy.

Email

- Pupils will use approved class email accounts, supplied by the Local Authority, under supervision by, or permission from, a teacher.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will listen to guidance from their teacher and 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.
- Pupils will only have access to chat rooms, discussion forums, messaging or 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 organized via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide web in accordance with clear policies and approved processes regarding the content that can be loaded to the schools' websites.
- The schools' websites will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure they do not contain personal details.
- The publication of pupils' work will be co-ordinated by the teachers.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The schools will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will not be published on the school website without parental permission. Video clips may be password protected.
- Personal pupil information including home addresses and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The schools will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils will not be permitted to bring to school or use personal technology, for example mobile phones, on the school premises. Children will not be permitted to take unauthorized images with a still camera as this is in direct breach of the Federation's Acceptable Use Policy.

If technologies, such as mobile phones, are brought onto the premises then they are to be kept in a secure location by the class teacher until the end of the school day. A signed letter **must** accompany the mobile phone to outline the reason it needs to be brought to school.

Legislation

The Federation will provide information on the following legislation relating to use of the Internet which all Federation staff, Governors, pupils and parents/carers should familiarize themselves with:
- Data protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

Support Structures

The Federation will inform pupils and parents/carers of key support structures and organisations that deal with illegal material or harmful use of the Internet upon request.

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 Federation reserves the right to report any illegal activities to the appropriate authorities.

Signed:

Date: Review Date:

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Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission slip to the Head of School.

Name of Pupil …….……………………………………………….. (please print name)

Year Group …………………………………………

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or child in my care 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 schools' websites, I accept that, if the schools consider 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: …………………………………………

Address: ……………………………………………. Telephone: …………………………………….

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