

# Acceptable Use Policy (AUP)

---

SLATED ROW SCHOOL

Headteacher: Mr J Budd

SLATED ROW SCHOOL | Old Wolverton Road, Wolverton, Milton Keynes MK12 5NJ



<b>Written</b>	Tina Wright	December 2014
<b>Adopted</b>	Full Governors	November 2016
<b>Amended</b>	Keely Judd	September 2017
<b>Amendments agreed</b>	N/A	
<b>Reviewed</b>	Annual	September 2018

**Document Purpose**

This policy reflects the values and philosophy of the school in relation to use of the Internet. It is a framework within which all staff work. The policy is intended to be used in conjunction with work undertaken by pupils when using the Internet to support their learning across the curriculum both in and out of school.

**Audience**

This policy document is agreed by the whole staff and the Governing Body and will be made available to all pupils and parents from the school office and via the school website. The conditions of use apply to all users of school equipment on site and on loan.

**Internet Use**

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.

In delivering the curriculum teachers plan for and make use of communication technology, for example, web-based resources and e-mail. The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. Access to life-long learning and employment increasingly requires skills in computer and communications use.

The Internet is vast and unregulated. Without appropriate measures, access to unsuitable material would be possible and security compromised. The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils to learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The intention of this Acceptable Use Policy (AUP) for Slated Row School is to ensure that Internet use supports the school's educational aims, that responsibilities to pupils are met and that Milton Keynes Education Authority requirements are satisfied.

Use of the Internet brings pupils into contact with a wide range of information, the scope and nature of which may or may not be appropriate for pupils. All pupils must be aware of the dangers that Internet use may expose them to and to learn to search for web-sites in a safe and responsible way. Pupils are taught about the risks and e-safety is strongly promoted.

This policy relates to all curriculum area policies and the Behaviour Policy. It also applies to extra-curricular activities that use devices with access to the Internet such as Lunchtime clubs and Youth Club.

**Why Internet Access is Important**

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management of information and business administration systems. Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a mature and responsible approach.

It also enables pupils to extend their learning opportunities out of school and for parents to access information via the Internet using the school website.

### **The Benefits of Internet Access**

The use of Information and Communication Technology in school and at home has been shown to raise educational standards and promote pupil achievement. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives;
- Information and cultural exchanges between students world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Discussion with experts in many fields for pupils and staff;
- Staff professional development – access to educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the local authority (Milton Keynes) and the Department for children, schools and families (DCSF).

### **How the Internet Provides Effective Learning**

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement; Pupils will be given clear objectives for Internet use; Staff will select sites which will support the learning outcomes planned for the pupils' age, ability and maturity. New facilities will be thoroughly tested before pupils are given access.

### **How Pupils will be Taught to Assess Internet Content: E Safety in their learning at Slated Row School**

- Pupils will be taught how to use the Internet safely wherever they access it;
- Pupils will learn not to provide personal information when using the Internet;
- Pupils will be made aware that the writer of an e-mail or an author of a web-page, may not be the person claimed;
- Pupils will be taught ways to validate information before accepting that it is necessarily accurate;
- Pupils will be made aware of the many ways that scams are perpetuated;
- Pupils will be taught to acknowledge the source of information when using Internet material for their own use;
- Pupils will be taught the laws of copyright in relation to the use of material from the Internet;
- Pupils will learn to use appropriate language when searching for information;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

In addition to staff observing pupil use, the server records screenshots to monitor sites visited.

**How E-mail will be Managed**

E-mail and messaging services should only be used in school for educational purposes and staff will monitor that pupils are using them appropriately.

Pupils may send e-mail as part of planned lessons and older students will set up accounts using providers such as yahoo, hotmail or mail.com;

The forwarding of chain letters and use of chat rooms is banned.

**How Publishing on the School Website will be managed**

- The designated staff administrators and publishers will hold editorial responsibility to ensure that content is accurate and the quality of presentation maintained;
- Pupils will be made aware that the quality of their work published on the site needs to reflect the diversity of audience;
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- The point of contact on the web site should be the school address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs will only be displayed with the written permission of parents and carers, (see Agreement), will not identify individual pupils and the style of image preferred will be 'over the shoulder';
- Full names of pupils will not be used anywhere on the site, particularly alongside photographs.

**Use of the Pupil Zone**

- Staff will provide a variety of materials for pupils to access at home and each member of staff will be responsible for their contributions to the web pages;
- Pupils and families will have secure access to areas pertaining to the individual and/or resources for class sets and key stages;
- Parents will sign a contract to support pupil access at home and to ensure that their child uses the site appropriately.

**How Internet Access will be Authorised for Use within School**

- Internet access is a necessary part of the statutory curriculum. It is an entitlement based on responsible use;
- Suitable education in responsible use will be provided to pupils who need the resource;
- Parents will sign and return a permission form, which is held in school central files.
- Pupils will be supervised to use the Internet responsibly.

**How the Risks will be Assessed**

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate materials. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor MK Education Authority can accept liability for the material accessed, or any consequence thereof.

The use of the computer systems without permission or for the purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990; Methods to identify, assess and

minimise risks will be reviewed; Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken; The Headteacher will ensure that the policy is being implemented effectively.

### **How the School will ensure Internet Access is Safe within the School Site**

Blocking Strategies – this removes access to a list of unsuitable sites or newsgroups. This will be maintained by the use of an ISP that supplies schools; Filtering – this examines the content of web pages or e-mail messages for unsuitable words. Filtering is also provided by the Internet server; Web browsers will be set to reject pages with sexual, profane, violent and other unacceptable content.

None of these systems can be completely effective and a combination of methods, including external control from the ISP, e2bn, will be used.

### **How the Security of the ICT System will be maintained**

- The ICT Technician will ensure that the system has the capacity to take the increased traffic caused by Internet use;
- The security of the whole system will be reviewed with regard to threats from having Internet access;
- Virus protection will be installed and updated regularly;
- Storage devices such as flash pens can be used only with staff permission.

### **How Complaints Regarding Internet Use will be Handled**

- Responsibility for handling incidents will be given to senior members of staff;
- There may be occasions when police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident without prejudice;
- Rules for Internet use will be compiled by students and printed as posters;
- All staff will be provided with the Acceptable Use Policy and its importance explained;
- Parents' attention will be drawn to the policy through newsletters and on the school website.

### **How Parents' Support will be Enlisted**

- Parents/guardians/carers are asked to sign a statement giving permission for their child to use the Internet in school;
- Parents/guardians/carers will support the school in any sanctions given to pupils who infringe the agreed rules;
- Parents/guardians/carers will be asked to sign an agreement permitting photographs or video clips of their child to be published on the school web site;
- Parents/guardians/carers are encouraged to discuss any worries about Internet use with staff working with the child;
- A careful balance between informing and alarming parents will be maintained.

**The following are available in separate files. They are distributed to staff, parents and pupils annually to ensure that agreements and permissions are current.**

### **Adult Use of the Internet**

In line with similar company policies, we at Slated Row School request that you sign this agreement for using the Internet safely within the school.

The school will take all reasonable precautions to ensure that users access only appropriate materials. However due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor MK Education Authority can accept liability for the material accessed, or any consequence thereof;

The use of the computer systems without permission or for the purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;

Methods to identify, assess and minimise risks will be reviewed; Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken;

The Headteacher will ensure that the policy is being implemented effectively.

### **Uploading material to the Internet**

The use of mobile phones is not permitted in school apart from in the staff room, school office or an empty classroom. Mobile phones should never be out during lessons. Therefore Images of pupils must not be taken or stored on staff phones. iPods, iPads and cameras are provided by the school for use in school and on visits. Mobile phones are provided for each Key Stage to be taken out on school visits. Additional phones are available from the office as well. Photographs can only be uploaded to the school website through the appropriate system. No information regarding pupils can be uploaded to the Internet without the express permission of their parents or carers. Check agreements signed by parents for the school site and individual events.

Staff are not to include pupils or their family members in their friends list on social websites and to ensure that materials they share are appropriately secure. Staff should not show the school name in their profile nor publish comments that could bring the school into disrepute. E-mail communication with pupils and parents or carers is acceptable for professional use only and it is recommended that staff store copies of all communication within their account.

Adults using the school system to access the Internet are asked to read the agreement used for pupils as it also applies to staff. A separate agreement regarding permissions for use of staff information and images must be signed by each staff member annually. This conforms to a professional standard of publishing permissions of material on individuals. In the event that a staff member does not agree to their images being published, that person should make their wishes clear to anyone using cameras or recording equipment as well as denying their permission on the form.

**Staff Agreement for Responsible Use of the Internet.**

I have read the school rules for computer and Internet use and I agree to use the computers and access the Internet safely.

I agree to the safe guards set regarding the use of social networking sites and contact with pupils and their families.

I understand that I am responsible for my own actions and that I will be accountable for any infringements.

I also understand that the school is eliminating, as far as possible any material that might be objectionable and accept responsibility for setting standards when selecting, sharing or exploring the Internet.

I will inform the technician or senior staff member, in the event of any material containing unacceptable content of a sexual, profane or violent nature appearing.

Name: \_\_\_\_\_ Role: \_\_\_\_\_

A copy of the full Acceptable Use Policy is available from the school office.

**Parent/Carer Letter**

Dear Parents/Guardians/Carers,

We are currently updating our records for use of computers and the Internet. As you may know, the school has a network of computers to help pupils in their studies as well as for lessons in developing their ICT skills and we have a Pupil Zone (secure website) for pupils to use at home.

The Internet enables pupils to access a vast range of information for research and entertainment. They can explore thousands of libraries and databases as well as exchange messages with other learners and teachers.

As part of the school's programmes of study pupils may use the Internet within their lessons. They must agree to a set of rules that support safe use of the Internet and may be refused the use of computers if they break these.

Pupils will only use the Internet with staff permission and the school uses a filtering system from the Internet Service Provider.

Pupils need to have your permission to use the Internet and will sign to indicate that they accept school rules on this matter. Please read and discuss the rules with your child.

Sometimes we would like to publish images of pupils as well as their work on our website, [www.slatedrowschool.co.uk](http://www.slatedrowschool.co.uk) Full names would not be used alongside photographs in order to prevent identification of individual pupils.

Mrs K Judd  
ICT Leader

**Parent/Carer Agreement**

As the Parent/Guardian/Carer of \_\_\_\_\_,

- I have read the school rules for computer and Internet use and agree to my child using the facilities to enhance their learning.
- I understand that pupils are responsible for their own actions and that they will be accountable for any infringements
- I also understand that the school is eliminating, as far as possible any material that might be objectionable and accept responsibility for setting standards for my child when selecting, sharing or exploring the Internet.

Signed: \_\_\_\_\_

**Pupil Agreement**

- I have read the school rules for use of the computers and Internet.
- I understand the rules and agree to follow them.
- I understand that if I break these rules I may be banned from using the Internet or computers in school.

Signed: \_\_\_\_\_

A copy of the full Acceptable Use Policy is available from the school office.

Mrs K Judd  
ICT Leader

Please complete the full list of permissions for publication of pupil images on the Internet.

**Please return this form to the school office.**

**Slated Row Consent form: Your agreement**

Please circle **Yes** or **No**:

May we use your image/ your child's image

- in printed publications? **Yes / No**
- in video and audio format? **Yes / No**
- on the school website/in electronic format? **Yes / No**
- for indoor and outdoor display stands? **Yes / No**

We may send publicity material about school, including photographs where appropriate, to the news media, including local press.

- Can we use your child's photograph in this way? **Yes / No**

I have read and understood the legal clauses that apply to this form.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Name of child (where appropriate): \_\_\_\_\_

Role (please circle): Head teacher / Parent or guardian / School staff / Post 16

Date: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

This form covers all material used for Slated Row School including photographic/video images, audio commentary/comments.

We do not include personal details such as a full name for pupils or staff when publishing images or sound recordings in any format.

For children under 16 years of age, we need the consent of the parent or guardian. The school's duty of care includes making sure that any child under 16 can only be identified or contacted through the school. Where the school already has an agreement in place with parents or guardians the head teacher may sign the Consent on behalf of the children.

**Legal clauses – these apply to all areas of the form**

Signing this form gives agreement for the individual named to take part in a photographic/video/audio sessions at school for the purpose of education. The copyright of materials remains with the school.

The Data Protection Act stipulates that you are entitled to withdraw your consent at any time in the future should you wish to. You may do this by writing to the school. This agreement is governed by the law of England and Wales.

PLEASE FILL IN THE BACK OF THIS PAGE AND RETURN TO SCHOOL.

***Pupil Agreement for Using Computers***

- I will only use equipment with staff permission.
- I will take care of equipment.
- I will ask staff when I want to print.
- I will only use my own login to access my own and shared files.
- I will only use external storage devices, such as CDs, mobile phones, MP3s, with the technician's approval.

***When using the Internet ...***

- ✓ I will only use appropriate sites.
- ✓ I will check copyright before using any files, images or sound.
- ✓ I will use the School Zone and e-mail accounts responsibly.
- ✓ I will not put any personal information on Internet sites.
- ✓ To help protect myself and others, I will tell staff if I see anything that bothers me.
- ✓ I understand that the school may check my files and monitor any Internet sites that I visit.

**I understand that if I break this agreement, my parents or carers will be informed, and I will not be able to use the school computers.**

Name .....

Signed \_\_\_\_\_ Date .....