



# Acceptable Use Policy

November 2015

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to read the Acceptable Use Policy and to sign the Agreement to show that they have understood and agreed the policy.

## AUP Guidance notes for learners in EYFS/KS1

*I want to feel safe all the time.*

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not upload photographs of myself without asking a teacher
- never agree to meet a stranger

*Anything I do on the computer may be seen by someone else.*

*I am aware of the CEOP report button and know when to use it.*



**Signed:** \_\_\_\_\_ **Pupil**

**Signed:** \_\_\_\_\_ **Parent/Carer**

For more information visit: [www.wmnet.org.uk](http://www.wmnet.org.uk)



## ***AUP Guidance notes for learners in KS2***

***When I am using the computer or other technologies, I want to feel safe all the time.***

I agree that I will:

- always keep my passwords a secret
- only use, move and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved and will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe or uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not use my own mobile device in school unless I am given permission
- only give my mobile phone number to friends I know in real life and trust
- only email people I know or approved by my school
- only use email which has been provided by school
- obtain permission from a teacher before I order online
- discuss and agree my use of a social networking site with a responsible adult before joining
- always follow the terms and conditions when using a site
- always keep my personal details private. (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me

***I am aware of the CEOP report button and know when to use it.***



***I know that anything I share online may be monitored.***

***I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.***

**Signed:** \_\_\_\_\_ **Pupil**

**Signed:** \_\_\_\_\_ **Parent/Carer**

For more information visit: [www.wmnet.org.uk](http://www.wmnet.org.uk)



## ***AUP Guidelines for any adult working with learners***

*The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning.*

*Please check that this is compatible with your local authority policies before using this AUP.*

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- implement the schools policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability and validity of sources
- respect the copyright and intellectual property rights of others
- only use approved email accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, ebay etc) with pupils
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named e-Safety officer
- promote any supplied E safety guidance appropriately.

*I know that anything I share online may be monitored.*

*I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.*

**Continued...**

I agree that I will not:

- visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
- pornography (including child pornography)
- promoting discrimination of any kind
- promoting violence or bullying
- promoting racial or religious hatred
- promoting illegal acts
- breach any Local Authority/School policies, e.g. gambling
- do anything which exposes others to danger
- any other information which may be offensive to others
- forward chain letters
- breach copyright law
- use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
- store images or other files off site without permission from the head teacher or their delegated representative.

I will ensure that any private social networking sites, blogs, etc that I create or actively contribute to, do not compromise my professional role.

I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.

***I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.***

**Signed:** \_\_\_\_\_ **Member of Staff/Volunteer**

## **AUP Guidance notes for schools and governors**

*The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.*

*Please check that this is compatible with your local authority policies before using this AUP.*

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on the LSCB e Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually

complaints of internet misuse will be dealt with by a senior member of staff

**Signed:** \_\_\_\_\_ **Chair of Governors**

**Signed:** \_\_\_\_\_ **Headteacher**