

Connaught House School

ACCEPTABLE USE POLICY (AUP)

Review Date

The policy will be reviewed every two years by the co-ordinator, staff and with support from NPW. The next review date will be February 2016

Context

*Harnessing Technology: Transforming learning and children's services*¹ sets out the government plans for taking a strategic approach to the future development of ICT.

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." DfES, eStrategy 2005

The Green Paper *Every Child Matters* and the provisions of the *Children Act 2004*, *Working Together to Safeguard Children* sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

Our Online Safety Policy document has been drawn up to protect all parties – the pupils, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. Please ensure that you have read and understood the CHS Online Safety policy.

¹ <http://www.dfes.gov.uk/publications/e-strategy/>

Aims

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

IT equipment

The school has 9 interactive Promethean boards.

There are 9 laptops to be used by children in IT lesson and a tenth laptop for EYFS.

Head of curriculum, school manager, Head of EYFS and CHS Principal have laptops

We now have 12 i-pads distributed throughout the school. These are not for personal teacher use but are to be used as a resource and teaching aid.

I-pads distribution: EYFS – 4, F1- 2, F2- 2, F3- 1, F4-1, F5 –1, F6-1

For whole class projects involving more than one i-pad, form teachers must plan ahead and request the use of form i-pads during the lesson.

School Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- NPW have set up a filtering system in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet usage by specialist staff from NPW
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Pupils and staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Staff will immediately report accidental accessing of inappropriate materials in accordance with school procedures. The co-ordinator/safe guarding officer will immediately alert the Local Authority IT department.
- Pupils will use the Internet for educational purposes only.
- Through Online safety instruction by CHS staff, children are encouraged not to disclose or publicise personal information.
- Downloading materials and images not relevant to the education of our children studies, is in direct breach of the school's acceptable use policy.

E-Mail

- Email accounts should be uploaded to class computers.
- Staff will be given Connaught House email accounts. These are to be used only for school related information.
- Passwords should not be changed without permission from the office
- These accounts are monitored through the school office and are not to be used for personal use
- School email accounts must not be uploaded on personal mobile phones
- Staff must appreciate a standard of care must be taken when communicating via email to parents, addressing parents formally by surnames and with a level of written English expected of a Form teacher
- Staff will not reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or personal email accounts with parents or children.
- Staff will note that sending and receiving e-mail attachments is subject to permission from management

Internet Chat

- Access to Internet chat rooms will not be permitted.
- User names will be used to avoid disclosure of identity.

School Website

- The website is regularly checked by NPW to ensure that there is no content that compromises the safety of pupils and staff.

Read and checked,

JAH

CONNAUGHT HOUSE SCHOOL

ACCEPTABLE USE POLICY

Parent Acceptance form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil: _____

Year Group: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ **Date:** _____

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 the 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 school's website and the Virtual learning Platform (Fronter), I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website or the VLP. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website or the VLP.

I accept the above paragraph **I do not accept the above paragraph**
(please tick as appropriate)

Signature: _____ **Date:** _____

Address: _____ **Telephone:** _____

Keeping safe: stop, think, before you click!

Pupil name: _____

I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit, and that if they have any concerns about my safety, that they may contact my parent / carer.

Pupil's signature _____

Date: ____/ ____/ ____

Keeping safe: stop, think, before you click!

12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my logon and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.