

**POLICY NO: 8 (A)**

**PUPIL ACCEPTABLE USE OF IT POLICY**

**Rationale**

Peaslake Free School's Acceptable Use Policy sets out guidelines for the appropriate use of technology within Peaslake Free School. We recognise the importance of ICT in education and the needs of staff and pupils to access the computing facilities available within the school.

**Aims of Acceptable Use Policy**

- To protect pupils, staff and parents.
- To ensure professional integrity is not compromised.
- To ensure the setting is not brought into disrepute.
- To make ICT resources available for pupils to use in their learning.

To allow for this, Peaslake School requires all pupils' parents and staff to sign a copy of the Acceptable Usage Policy before they use the School's ICT facilities.

The AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

**School Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet

- Internet sessions are always supervised by a teacher
- We use "SafeDNS" to filter inappropriate content and minimise the risk of exposure to unwanted content.
- Teachers and pupils will be provided with training in the area of internet safety
- Children are taught about safe internet use by their teachers.
- Teachers will take every reasonable precaution to prevent pupils from accessing inappropriate materials.

**Care of Equipment**

- All the children will look after the equipment and treat everything with respect
- They will ensure that there is no deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- A networked printer is provided for use by pupils. Pupils ask permission before printing, and it is important that they learn to press the print key once and be patient.

**Internet and Email Rules**

- Pupils shall not intentionally visit the internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils shall report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils shall access the Internet for educational purposes only
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's Acceptable Use Policy

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POLICY DOCUMENT**

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- Pupils should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons
- Pupils shall only use approved email accounts.
- Pupils shall only open/delete their own files
- Pupils are not allowed access to chat rooms at any time.

### **School Website**

- Staff and pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website. The publication of any work by pupils will be co-ordinated by the school staff
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will only be published with a potential for parental permission to be withheld if individual parents are concerned
- Personal pupil information, including home address and contact details will be omitted from the school web pages
- The school website will not publish the surnames of any pupils.

### **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 school also reserves their right to report any illegal activities to the appropriate authorities.

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**Attachment One**

Parent e-safety Agreement Form

Please review the attached Acceptable Use Policy, then sign and return this form to the office.

Name of Pupil:

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/daughter to have access to the Internet and other computing facilities at school.

I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that if the school has concerns about my child's e-safety or e-behaviour they will contact me. I will support the school by ensuring the safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I accept/do not accept the above. (delete as necessary)

In relation to the school website, I accept that, if the school considers 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.

I accept/do not accept the above paragraph. (delete as necessary)

Signature:

Date:

Address:

Telephone: