

ATTAIN ACADEMY PARTNERSHIP



Pupil Acceptable Use Policy

For

Bocking Primary School



April 2024

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Pupil Acceptable Use Policy

An Acceptable Use Policy is a document, agreed to by pupils and their parents, guardians or carers, detailing the ways that ICT can and cannot be used. This policy is inclusive of both fixed and mobile internet, based technologies (such as PCs, laptops, mobile devices) and personal technologies brought onto the Academy site. This policy aims to balance the desirability of fully exploiting the vast educational potential of ICT for research purposes and communication with safeguards against unacceptable activity both at the academy and at home.

Aims

This policy is designed to:

- Protect staff, volunteers and pupils from harm on the internet
- Safeguard the academy from inappropriate use of the internet
- Put in place a procedure and structure to follow in the event of unacceptable usage of the internet and/or academy ICT equipment.

Statements of Acceptable use

1. Pupils must obtain permission of parent/carer before they can be allowed to use the internet including Virtual Learning Platforms or education email service. The parental permission form must be signed and returned to the school.
2. The academy owns the computer network and has set rules for its use
3. The academy ICT systems may not be used for private purposes, unless their teacher has given specific permission.
4. Pupils must only use the academy ICT systems and remote learning applications for those activities and services which they have been given permission to use and under appropriate supervision of a member of staff.
5. The internet is provided in the academy for pupils to conduct research to support learning and communication with others. Remember that access is a privilege and that access requires responsibility. Pupils will be taught to be critical and discriminating in their use of internet site.
6. Pupils are responsible for good behaviour and communication over the network, including on the internet, just as they are in a classroom or an academy corridor. General academy rules apply.
7. Pupils must only use the user name and password they have been given to access the network and academy online technology. A personal username and password is only shared with the class teacher and a parent/carer
8. Pupils must not access other users folders or delete/use other users work or files.
9. The internet access provided by the academy is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, users are required to act responsibly
10. Pupils must not attempt to access unsuitable material. During school, teachers will guide pupils towards appropriate materials. Outside school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive materials.
11. Pupils should not download and use material or copy and paste content which is copyright.
12. Pupils will have opportunities to communicate with others through the email system and virtual learning environment. It is important that pupils understand that all communication sent using the academy systems is screened for inappropriate language and any communication found to contain such language will be re-routed to the class teacher for disciplinary action.

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13. Pupils will always use responsible and considerate language when communicating with others. They should not
 - a. Use obscene language
 - b. Harass, insult, mislead or attack others
 - c. Threaten or make people feel uncomfortable
 - d. Send or display offensive messages or pictures
14. Pupils must take care not to reveal personal information through email, personal publishing, blogs or messaging. They must never give away details to strangers or other internet users without checking with a teacher, parent or trusted adult first.
15. ICT use is monitored and staff reserve the right to review files and communications to ensure that users are using the system responsibly
16. Pupils will use the academy network and online technology respectfully. Unauthorised interfering with or damaging of the academy network and systems (inclusive of computers, laptops, tablets, software) is not permitted.
17. All users must comply with the academy standards and honour the agreements they have agreed to.

Failure to comply with these rules will result in one of more of the following:

- In the first instance appropriate guidance / training will be given to prevent a future breach of the rules

In the event of future breaches:







- A ban, temporary or permanent, on the use of the internet and use of the school's network systems
- A letter informing parents of the nature and breach of rules
- Additional disciplinary action may be taken in line with the academy behaviour and discipline policy
- When applicable, police or local authorities may be involved

Key Stage 1

Using the internet helps us to learn by showing us information that we might not have seen; it shares ideas from other people and let us share ideas with others all over the world.

We must always make sure we are safe, whether it is in the street or on the Internet. Here are some simple rules that will keep us all safe and make using the internet better for all of us.

Remember if you are not sure then don't do anything, go and ask a teacher or trusted adult what they think you should do. Always THINK THEN CLICK.

  	<h1>Think then Click</h1> <p>These rules help us to stay safe on the Internet</p> <p>We only use the Internet when an adult is with us</p> <p>We can click on the buttons or links when we know what they do.</p> <p>We can search the Internet with an adult.</p> <p>We always ask if we get lost on the Internet.</p> <p>We can send and open emails together.</p> <p>We can write polite and friendly emails to people that we know.</p> <p>We tell an adult if we see something that upsets us</p>	  
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Sanctions

If you break any of these rules:

- You may be banned from using the internet, computers or mobile devices (such as ipads, tablets)
- Your parents or carers may be contacted in line with the academy's behaviour policy
- The police or local authority may be involved.



Key Stage 2

Using the internet helps us to learn by showing us information that we might not have seen; it shares ideas from other people and let us share ideas with others all over the world.

We must always make sure we are safe, whether it is in the street or on the internet. Here are some simple rules that will keep us all safe and make using the internet better for all of us.

Remember if you are not sure then don't do anything, go and ask a teacher or trusted adult what they think you should do. Always THINK THEN CLICK.

Think then Click

Online Safety Rules for Key Stage 2

- We ask permission before using the internet
- We only use websites that a trusted adult has chosen.
- We tell a trusted adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people a trusted adult has approved.
- We only send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.
- We do not sign up for any online services without permission
- We do not sign up for any online services until we are old enough

Sanctions

If you do any of these:


- You may be banned from using the Internet, computers or mobile technologies (such as laptops, iPads, tablets). Your parents or carers may be contacted in line with the school's behaviour policy
- The police or local authority may be involved.



Keeping your child safe online - A checklist for parents and carers

As a parent you'll probably know how important the internet is to children and young people. They use it to learn, play, socialise and express themselves in all types of creative ways. This may be through sharing photos and videos, blogging, gaming, or even developing their own apps. It is a place of amazing opportunities.

The technology children use in their daily lives can seem daunting. You might worry about the risks they can face online, such as bullying, contact from strangers, as well as the possibility of access to inappropriate or illegal content. To help them stay safe, it's important that you understand how your child uses the internet.

By following this simple checklist, you can start to protect them and decrease the risks they face: 



I have asked my child to show me sites they use – By doing so, your child is including you in their online life and social activity. Show an interest and take note of the names of their favourite sites. You can then re-visit these when you are alone. Take your time and explore the space, find out how to set the safety features and learn how to report any issues directly to the site.



I have asked my child to set their profile settings to private – Social networking sites, such as Facebook, are used by children to share information, photos and just about everything they do! Encourage your child to set their privacy settings to private. They need to think about the information they post online as it could be copied and pasted anywhere, without their permission. If it got into the wrong hands, somebody may wish to use it against them or worst of all try to locate them in the real world.



I have asked my child about their online friends – We know that people lie online about who they are and may create fake identities. It is very important children understand this. Whether they are visiting a social network or a gaming site, the safety messages are the same. Children and young people must never give out personal information and only be "friends" with people they know and trust in the real world.



I have set appropriate parental controls on my child's computer, mobile and games console – Filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child's age and abilities. You can also set time restrictions for using the internet or games. They can be free and easy to install. Call your service provider who will be happy to assist or visit CEOP's parents' site for further information. Explain to your child why you are setting parental controls when you talk to them about their internet use.



My child has agreed to tell me if they are worried about something online – Sometimes children get into situations online where they don't feel comfortable or see something they don't want to see. By opening up the communication channels and talking to your child about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.



I know where to get help if I'm concerned about my child – The CEOP Safety Centre provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you've come across something on the internet which you think may be illegal.

Visit the Safety Centre at www.ceop.police.uk/safety-centre or by clicking on this button:



For further help and guidance on all the information mentioned please visit www.thinkuknow.co.uk/parents

ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people both within schools and outside schools. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. These technologies provide powerful tools which open up new opportunities for everyone. Children should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement (AUA) is intended to ensure that:

- Children will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- Academy systems and user are protected from accidental or deliberate misuse that could put the security of the systems at risk
- Parents and carers are aware of the importance of online safety and are involved in the education and guidance of children with regard to their online behaviour.

Parents/carers are requested to read and discuss these online rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Head of School.

Further information on online safety is available on the academy website

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

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Parent/Carer AUA and Permission form

As the parent / carer of (child's name) I give permission for my child to have access to the internet and to ICT systems at the Academy.

I give permission to Bocking Primary School to create secure online learning accounts for my child, such as Accelerated Reader, DB Primary, Google Classroom, My LGfL and Times Table Rock Stars. I understand this list may be subject to change and that I will be informed before any new accounts are opened for my child.

I have discussed this document with my child and we agree to follow the online safety rules and to support the safe use of ICT at Bocking Primary School and at home.

Parent/Carer Signature:

Date:

Please complete, sign and return to the Academy Office

Acceptable Use Agreement: Pupil Contract for Safe ICT Use

Primary Pupil Acceptable Use Agreement / Online Safety Rules

- I will only use ICT in school for school purposes
- I will use the remote learning technology for school purposes only in accordance with the academy's code of conduct for remote learning (see overleaf)
- I will only use my own school email address when emailing
- I will only email and accept emails from people I know, or who my teacher has approved
- I will only open email attachments or hyperlinks in emails from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only use my own username and password to access the computer network and virtual learning platforms
- I will only open/delete my own files. I will not look at or delete other people's files without their permission
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher or a responsible adult immediately
- I will tell a responsible adult if I see anything I am unhappy with or I receive any messages I do not like
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent / carer contacted if a member of school staff is concerned about my safety
- I will immediately report any damage or fault involving equipment or software, however this may have happened
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings
- Where permission has been granted by the school to bring a mobile to school, I will switch it either off or to airplane mode before handing it to the teacher at the start of the school day.
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online services until I am old enough

I have read and understood the above statements.

I agree to follow these guidelines when I use the school systems and devices (both in and out of school).

I understand that if I deliberately break these rules, I could be stopped from using the school's hardware, software or services

Pupil Name:

Date

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Remote Learning Code of Conduct

Rules regarding remote learning technology

- I will only use the school technology for school purposes as directed by my teacher.
- I understand that virtual lessons will be subject to the same academy rules which apply in face to face lessons
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will be responsible for my behaviour and actions when using technology (such as Microsoft Teams, Google classroom and any other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using the technology is responsible and sensible.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at the school
- I will not share any school content on social media platforms
- I understand that when using remote learning applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I will continue to follow the rules regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Remote learning Etiquette

When participating in an audio or video conference on the School's remote learning platforms, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions. Please avoid using a bedroom for video conferencing.
- Be on time for your interactive lesson
- Dress appropriately for learning (e.g. no pyjamas)
- Ensure you are attentive and follow all instructions, treating others with kindness and patience, particularly where technical issues cause disruption
- You **must not** record lessons or each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- End your session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.