



## ICT Acceptable Use for Pupils Policy September 2017

In order for your child to use the full range of ICT facilities at Thornbury, it is necessary to have parental agreement in regard to certain aspects. The acceptable use policy must not be broken and the requirements are as follows:

### **Internet Policy**

We are now completely linked to the Internet with a Broadband connection. The link is filtered by the South West Grid for Learning and is used by schools in the Plymouth LA. We also have the facility to lock out aspects of connection through management of the server such as mobile phone ring tones etc: therefore there are a few basic rules that children **MUST** adhere to:

- They must ask permission from a teacher before using the Internet
- They cannot use the Internet without a member of staff being present
- They must report any unpleasant material to their teacher immediately because this will help protect other pupils and themselves
- They understand that the School may check their computer files and may monitor the Internet sites they visit
- They must not complete and send forms without permission from their teacher
- They must not give their full name, home address or telephone number when completing forms
- They must not intentionally search for images that are deemed offensive
- **They must Switch off the screen and inform a teacher immediately if something concerns them when using the INTERNET**
- They must not attempt to download software from the web or try and install it
- They must not attempt to download anything without permission such as gifs (images)
- They must not attempt to enter chat rooms as these are barred except on the portal which is internal to the school
- They must not divulge their portal password to anyone

***IF THESE RULES ARE BROKEN THE USER WILL BE LOCKED OUT FROM USING THE INTERNET AND THERE WILL BE A DISCIPLINARY EXCLUSION***

### **E Mail Protocol (Year group 4,5,6)**

- They must not disclose any personal details ( e.g. phone/address) over the INTERNET
- They must not send personal photographs over the INTERNET
- They must never arrange to meet anyone through e mail contact
- **They must switch off the screen and inform a teacher if there is a message that makes them feel uncomfortable**
- They understand that all e mails and INTERNET pages visited are monitored
- They must ask permission from a teacher before checking the e-mail
- They must immediately report any unpleasant messages sent to them because this would help protect other pupils and themselves
- They understand that others may read e-mail messages they receive or send
- The messages they send will be polite and responsible
- They must only e-mail people as part of a lesson that my teacher has approved

- They must only send an e-mail when a teacher has checked it
- They must not give their full name, home address or telephone number
- They must not use e-mail to arrange to meet someone outside school hours

### **Network Protocol**

- Do not bring in CDRoms or USB sticks from home
- Do not try and attach peripherals to the network
- Do not store too many images in personal user area
- Do not print without permission
- To keep their user work area neat and tidy
- Do not try to log on to others desktops
- Do not send e mails internally without permission

### **ICT Suite Protocol**

- Do not eat or drink in the suites
- Do not log off/switch off someone's computer without checking if it is no longer being used
- Do not leave the ICT suite before logging off and tidying the space.

### **E-Safety Protocol**

- Do not attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media
- Do not leave computers logged on in your name
- We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet
- We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour, including bullying
- We expect all users to respect copyright laws
- Do not take work and claim it as your own
- When parents seek advice it is our policy to aid when, and as is reasonably, possible

### **E-Safety Rules for KS1:**

- **We only use the internet when an adult is with us.**
- **We never give out personal information, photos or passwords.**
- **We must switch off the screen and inform an adult immediately if we see something that concerns us, or makes us feel uncomfortable when using the internet.**
- We should only click on the buttons or links that we have learnt about in school.
- We always ask if we get lost on the Internet.
- We can send and open emails together within the school system with an adult.
- We can write polite and friendly messages to people that we know.
- We only use webcams to record projects on the school system, not online.
- We talk to an adult if we are worried or concerned about how someone else is using the internet.
- We do not open any pop-ups or adverts.

### **E-Safety Rules for KS2:**

- We ask permission before using the Internet.
- **We never give out personal information, photos or passwords.**
- **We never arrange to meet anyone.**

- **We must switch off the screen and inform an adult immediately if we see something that concerns us, or makes us feel uncomfortable when using the internet.**
- We only use websites that an adult has chosen.
- We immediately close any web page we not sure about.
- We will report if someone tries to force their ideas upon us and discuss any online interaction with an adult.
- We only e-mail people an adult has approved and we send e-mails that are polite and friendly.
- We do not open e-mails sent by anyone we don't know, should I receive one I will tell an adult **immediately.**
- We do not use Internet chat rooms or try to access social media sites even outside of school where the website is not appropriate for my age.
- We only use webcams to record projects on the school system, not online.
- We talk to an adult if we are worried or concerned about how someone else is using the internet.
- We do not open any pop-ups or adverts.
- We never use the staff tablets unless given permission to do so.
- We use devices connected to the Internet appropriately, considering the impact of content we send on others, ourselves and our futures.
- We communicate in a respectful and positive manner when using the schools online social media platforms.
- We will use Standard English, and understand that if we mistreat this service our access will be revoked and reviewed at a later period.

### **Pupil Image Agreement**

- Our top priority is to protect our pupils. It is therefore our policy NOT to place photographic or video images on the school website that include children.  
<http://www.thornburyprimaryschool.co.uk>
- Photographic material is kept of each child on the School's internal network and these are kept for displays, used in children's books or for assessment purposes.
- Children's photographs are taken across the year for a variety of projects and these are displayed inside the School. The photographs are usually kept in albums and are an historical record of the school. Big events can produce a range of photographs to share with parents at an assembly these are stored on the secure area of the School network.
- Children's photographs are taken for promotional material such as the School Prospectus, working within a project at our local secondary school and with other educational projects across the city.
- Children's photographs are sometimes taken by the newspaper for events that are of interest. **On these occasions names and ages may be used. If names are required signed consent would be acquired.**
- At large school events such as special services, plays and assemblies parents like to keep a record of this event through video and photographs. Family names will be recorded at each event & would be used by the School if necessary.
- Photographs may be taken on School trips and used for educational purposes within the School Trust and when working with partner establishments. On these occasions names will not be used.
- Partner establishments may take photographs and use them on their websites for educational and promotional purposes. On these occasions names shall not be used and parents will be notified to have the option to opt out of their child's photo being used.

At **Thornbury Primary School** we take the issue of child safety very seriously, this includes use of the INTERNET, e mail use at Years 4,5 & 6 and the use of images of pupils.

This is underpinned by our **Home School Agreement** which is attached.

Please complete, sign and return this form to **your child's teacher** at **Thornbury Primary School**.

I have read the School's Acceptable Use for Pupils Policy and I understand the following:

- My child will be using the INTERNET
- My child will use e mail in Year 3, 4, 5 & 6
- Parents can take video/photographs at special events, services and plays, however these are for personal use and not to be put on social media sites.
- The School and partner establishments may take photographs and videos for educational projects & promotional materials such as the School Prospectus.
- Newspapers can take a photograph of my child and if names are required consent will be sought.

**Name of child:** .....

**Name of parent or guardian:** .....

**Address:** .....

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**Signature:** .....

**Child's signature:**..... (Year's 4, 5 and 6)