

Lydbrook Primary School
(including Robins Nursery)

Where anything is Possible

ACCEPTABLE USE POLICY

Policy Reviewed:	Annually
By:	Full Governing Body
Agreed:	13th February 2019
Next Review:	Spring 2020

Related Policies/Documents:-

- Child Protection and Safeguarding Policy (including Offer of Early Help_
- Behaviour Policy
- Anti-Bullying Policy
- E-Safety Policy
- Keeping Children Safe in Education (2018)

1. School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the internet by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Establish the ground rules we have in school for using the Internet.
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence;

Lydbrook Primary School believes that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians. The school will try to ensure that *pupils* will

have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

2. Pupils' Access to the Internet

This school uses a "filtered" Internet service, which minimises the chances of pupils encountering undesirable material. Children will only access the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

All members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, expectation we have of pupils. Teachers will monitor usage and reinforce expectations of behavior.

The School will become involved in incidents of inappropriate online behaviour where they involve a pupil's membership of the school community (examples would be cyber-bullying, use of images or personal information)

3. Internet Agreement

All pupils and their parents/guardians, as well as staff, will be asked to read and sign an agreement covering the expectations we have when using the Internet in school. These Agreements are on a separate sheet. It should be read and agreed together with the parent/parents, signed and returned to the Headteacher.

4. School Website Guidelines

The school website can celebrate good work, promote the school and its events, publish resources for projects and homework, and link to other good sites of interest.

<http://www.lydbrook.gloucs.sch.uk>

On Lydbrook Primary School website:

- No names on photographs that identify individual children will appear on it. Parental permission is sought when a pupil starts at the school and will cover the use of photographs of pupils on the school website, in the local press and for displays, etc within school.
- Group photos will not contain a name list;
- Home information and e-mail identities will not be included - only the point of contact at the school: ie. School phone number, school address and e-mail to the school office/headteacher.

5. Maintaining the security of the school ICT network

We are aware that connection to the Internet significantly increases the risk that a computer or computer network may be infected by a virus or accessed by unauthorized persons. The following measures are put in place to ensure the security and integrity of the school network:-

- All networked computers receive regular up-dates of virus protection and software updates.
- The ICT network is protected to ensure that no users (except for the Network Administrator) are able to download or upload any materials or programs.
- Where the use of personal devices (mobile phones/USB devices) is agreed by the Network Administrator the rules of this Policy will be followed.
- Each pupil will be allocated a unique username and password to ensure that they are only able to access their own work.

- No Laptop or other devices should be connected to the school network without current and adequate virus protection and the permission of the Network Administrator.
- Any breaches of the ICT network or the use of inappropriate material must be reported to the Network Administrator.

6. Mobile phones

Pupils will not have access to mobile phones during school. Any mobile phones brought to school will be kept in a secure place. Members of staff will not make personal calls/check messages when working with pupils.

Appendix 1 –Acceptable User Agreement – KS2

Appendix 2 – Acceptable User Agreement – Foundation and KS1

Appendix 2 – Staff/Governor/Visitor Acceptable User Agreement

Signed

Dated

Chair of Governors

Signed.....

Dated

Headteacher

Approved by FGB - 13th February 2019