

OAKWOOD JUNIOR SCHOOL

Internet Acceptable Use Policy for Pupils

Review Date	Spring term 2013
Review Date	Summer Term 2016
Reviewed by	N Fray, J Enright, FGB
Review Cycle	Every 2 years
Next review due	Summer term 2018

Signed :.....

Name :.....
on behalf of the Governing Body of Oakwood Junior School

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

School's 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 member of staff.
- Filtering systems provided by Derby City Council will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all machines and is regularly updated and checked.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission and before use devices need to be scanned.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement).
- Pupils will be advised to **NEVER** disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security, safeguarding and/or network management reasons.
- School staff will not befriend or follow any pupil of Oakwood Junior School on any social media sites.
- School staff will not befriend or follow any ex pupil, of school age, from Oakwood Junior School on any social media sites.

Email

- School staff and pupils will use approved email accounts.
- School staff and pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will be advised to not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will be advised to never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupil work will be co-ordinated by school staff.
- Pupils' work may appear in an educational context on our school website pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the surnames of any pupils.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web.

Personal Devices

Children should be discouraged from bringing in their own mobile phones and tablets. If it is absolutely necessary for a pupil to bring a mobile phone or tablet into school it must be turned off when entering the school grounds and handed into the School Office for the duration of the school day.

The school accept no liability for any personal mobile electrical devices that the children bring onto the school site.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.



Responsible Internet Use

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

1. I will ask permission before using the internet
2. I will use only the log-in information that I have been told to use
3. I will only open or delete the files I have been told to
4. I understand that I must not bring into school and use software or devices without permission
5. If using email I will only open attachments that my teacher/support staff have approved
6. If using email, the messages I send will be polite and sensible
7. I understand that I must not give my home address or phone number or arrange to meet someone
8. If I see anything that I am unhappy with or I receive messages I do not like, I will tell an adult straight away
9. I understand the school may check my computer files and the internet sites that I visit and if using email the messages that I send.
10. I understand that if I deliberately break these rules, I may not be allowed to use the internet or the computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful content.



Permission Form

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

School Name: Oakwood Junior School

Name of Pupil:

Class/Year:

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 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 on the school website.

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

Name: Date:

Signature:



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11. I will only use ICT in school for school purpose.
12. I will not bring Smart watches into school.
13. I will only use my class/school email address when emailing in school.
14. I will be responsible for my behaviour when using ICT because I know these rules are to keep me safe.
15. I understand that passwords are to be kept private.
16. I understand that, if I must bring a mobile phone into school, I will turn it off as I enter the school grounds and hand it into the School Office immediately for the whole of the day.
17. I understand that if I need to bring a USB stick into school for school purposes, I will give it to my teacher to be tested before I use it.
18. I will not upload or add any images, videos, text or sounds that could upset any member of our school community.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful content.

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