



Forsbrook CE Primary School Acceptable Use Policy- Pupils

Rationale

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.
- To give pupils clear guidance on safe and acceptable use of these resources.
- Make pupils aware that Internet use in school is a resource. If the resource is abused, then access will be denied.

Pupils' Access to the Internet

Forsbrook CE Primary School use PCE Console which is a 'filtering' service. This will minimise the chances of pupils encountering undesirable material. Forsbrook CE Primary School will only allow children to use 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. Members of staff will be aware of the potential for misuse, and will be responsible for explaining the expectation we have of pupils. Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Whilst every endeavour is made to ensure that suitable restrictions are placed, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of Internet facilities.

Expectations of Pupils using the Internet

All parents/pupils are expected to read the Internet Agreement and sign.

- At Forsbrook CE Primary School, we expect all pupils to be responsible for their own behaviour on the Internet. This includes materials they choose to access and language they use.
- Pupils must ask permission before accessing the Internet.
- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils will ask for permission to open an e-mail or attachment sent by someone they do not know.



- Pupils are expected to report anything (messages, etc) they are unhappy with. They must report this to their teacher.
- Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity. Our filtering service blocks access to such sites.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No applications may be downloaded to the school's computers from the Internet or brought in on portable media from home for use in school.
- School work completed at home may be brought in on portable media, but this must be virus scanned by the class teacher before use.
- Personal printing is not allowed on the school network.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- The school encourages the use of anti-virus software on machines used at home.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Personal Devices

Pupils may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of staff and authorised by the ICT Leader. Inappropriate use is in direct breach of the school's acceptable use policy.

Sanctions

Persistent misuse of the internet by pupils will result in reduced access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified. No application or services accessed by pupils or their parents may be used to bring the school or its members into disrepute.

All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others.

Use of Photographs and/or Video

Forsbrook CE Primary School uses photographs and/or videos to showcase our pupil's achievements and promote the school. Please complete the consent form attached to your admissions pack to give your consent for the sharing of this personal data.



Should you wish to discuss any of the above, please contact the School office to arrange an appointment with Mrs Cooke (Headteacher)

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believe 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 text or imagery which is unauthorised or unlawful.

Approved- Print Name Parent / Guardian

Approved- Signed..... Parent / Guardian

Date