

## Acceptable Use Policy for Parents and Pupils

### **Introduction**

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. As we have a responsibility to teach pupils and their families what Internet use is acceptable and what is not, this agreement will set out clear objectives for Internet use and the measures we have taken to minimise the potential risks posed by this technology.

### **The school will:**

- Monitor system security through regular use and undertake specific checks fortnightly. They will also ensure that up-to-date virus protection is installed on every computer, as well as filtering software recommended by the Local Authority.
- Provide parents with their child's own individual usernames and passwords which must be kept secure.
- Only allow pupils to use an approved e-mail account on the school system.
- Supervise any videoconferencing activities.
- Not publish pupils' personal information, including full-names, anywhere on the Web site.
- Ensure that photographs that include pupils are not used unless parental permission is given.
- Seek permission from parents prior to publishing pupils' work.
- Always supervise pupils' use of the Internet and give children in KS1 access to specific, approved on-line materials.
- Post e-safety rules in all networked rooms and discuss the rules with the pupils at the start of each year.
- Take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the local authority can accept liability for the material accessed, or any consequences of Internet access.

### **Parents will:**

- Be asked to agree to and sign a consent form with respect to the 'Online Safety Rules' and the 'Acceptable Use Policy for Parents and Pupils' before being granted Internet access.
- Directly supervise FS/KS1 pupils using the Internet or the school's Web site outside of school.
- Monitor KS2 pupils to ensure safe and appropriate use of the Internet and the school's Web site outside of school and in line with school policy.
- Ensure that pupils do not bring a mobile phone into school or any other technology which enables photographs to be taken on the school premises.

### **Complaints**

- Instances of inappropriate behaviour or content should be notified to the E-learning Coordinator, who will notify the Head Teacher as appropriate.
- In dealing with such incidents, the school will endeavour to distinguish between deliberate attempts to upset others or to breach rules and genuine mistakes.
- In the event of deliberate misuse, the E-learning Coordinator has the ability to block unsuitable content and can suspend users from using the school web site.
- Any other sanctions will be in line with the school's behaviour policy and parents will be contacted where appropriate.

## Consent

I agree to allow my child's work and photograph to be published on the school web site.

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

## Agreement

*The form below must be completed and signed for our records. Use of the Learning Platform will be withheld unless this has been done.*

- I agree to the school's Acceptable Use Policy for Parents and Pupils
- I understand that my child, if they are in FS/KS1, should be directly supervised whilst using the Internet and the school's Web site
- I will monitor my child's use of the Internet and the school Web site, if they are in KS2, to ensure they are safe and that content is appropriate
- I will read and explain the 10 online safety rules to my child in language they understand

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

# St Mary's Catholic Primary School

## 10 Rules for Online Safety

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school.
2. I will tell my parents or my teachers right away if I come across any information or pictures that make me feel uncomfortable or that I am not sure about.
3. I will not use chat rooms or social networking sites such as Facebook and Bebo.
4. I will not place photographs of me, my family or my friends onto my e-portfolio.
5. I will not respond to any messages from people that I don't know, or which are mean, or which in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents or my teachers right away.
6. I will always ask my parents before I use the computer. We will agree the length of time I can be online and the appropriate areas for me to visit. I will use the computer in a family room and not in my bedroom.
7. I will not give out my Internet password to anyone once my parents have given it to me (even my best friends or brothers/sisters or other relatives).
8. I will check with my parents or my teachers before downloading or installing software or doing anything that could possibly hurt the computer.
9. I will be a good online citizen and not do anything that hurts other people.
10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.