Denton Community Primary School & Nursery

E-safety: Acceptable Use Policy

Adopted: 3rd September 2018

Review date: 1st September 2019

Denton CP School Pupil ICT Acceptable Use Agreement

Denton CP School provides a range of ICT resources which are available to you to help you learn and access the best online information to help you find out about your world. We want you to use the ICT facilities safely, and with respect for yourself and other users. We want you to tell us if you have a problem and we will help to put it right.

We hope that all out ICT users will develop safe practices that show respect for all other users. The School Behaviour Policy also applies to ICT use.

Terms of Acceptable Use:

1. **Application of policy**

   This policy applies to all school-provided ICT equipment, and to pupils' uses of ICT whether in school or not, and whether they occur inside or out of normal school hours.

2. **School Email**

   Pupils may be provided with an email address, which they can use to send email to other pupils and teachers' school email addresses (we use Purple Mash). No external email facilities are provided for pupils, and staff will not respond to emails sent to them at any address other than their school email address.

   The sending of emails is subject to the following rules:

   - Language must not include swear words, or be offensive or abusive.
   - Emails or attachments of harmful images are not permitted.
   - Sending of attachments which contain copyright material to which the school does not have distribution rights is not permitted.
   - The forwarding of "blank" emails is prohibited, as is the sending of emails with malicious software attached.

   All email within the school is monitored, and email accounts can be checked in order to ensure compliance with the above rules.

3. **Internet Access**

   The school provides internet access for all pupils in order to allow access to the wide range of content available.

   The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on occasion it may be possible to view a website which is inappropriate for use in a school; in this case the website should be immediately reported to the class teacher.

The use of online real-time chat rooms is banned, unless specific permission is given by the class teacher.

No attempt must be made to access personal email accounts, such as Hotmail. Pupils must only use the school-provided email system when working in school.

Photos, videos and written information must not be uploaded to any website other than school learning platforms.

No pupil is permitted to share any personal information with anyone on the internet unless specific permission if given by the class teacher.

4. Personal use of Equipment

The ICT provisions provided by the school are provided for school work only. Only activities which have been assigned by the class teacher are permitted.

The only exception to the above rule is the use of E-learning laptops at home. These may be used for any purpose, subject to the following conditions:

- The usage does not cause any physical damage to the laptop.
- No attempt is made to enter the BIOS of the laptop.
- They are not used for any illegal activities.
- Non school work is not saved to the thaw drive.

5. Digital cameras

The school encourages the use of digital cameras by pupils, and provides specific cameras for this purpose, including tablets. Cameras are only to be used under direction from a member of staff. Photos and videos captured using the cameras should be appropriate, and not cause offence to anyone. Under no circumstances should acts of violence, invasion of privacy or any other infringement of the schools rules be recorded by a pupil.

6. Security

For learning platforms (eg. Purple Mash) all pupils are issued with a username and password. No attempt should be made to access another pupil's user account. No pupils are permitted to share their username and password with anyone other than their parents /guardians.

All pupils have an account for access to the school's learning platform. No pupil is permitted to access the learning platform from an account other than their own.

Pupils are not permitted to use a computer that is logged on as a member of staff, unless under direct supervision from that member of staff.

Pupils must not leave any computer logged on when they are not using it.

If a pupil believes their password has been found out they must report it immediately to their class teacher.

7. File Storage

Each pupil has their own area on the network which should be used to store all of their work.

8. Video Conferencing

The school makes use of video conferencing facilities. All video conferences are arranged by the class teacher, and are with third party education providers, who provide content appropriate to the age range of the pupils. The video conferencing facilities should never be used by a pupil unsupervised.

9. Mobile Phones

The School recognises that many parents wish their children to carry a mobile phone for a variety of reasons; however use of mobile phones by pupils is not permitted during school hours.

Mobile phones must be handed in to the School Office at the start of the day, to be securely stored until the end of the school day.

10. Social Networking

Denton CP School recognises the rise in popularity of Social Networking sites, and the rapid development of sites specifically targeted at primary aged children.

Pupils must not attempt to contact any members of staff or request to be 'friends' with them through any social networking site or personal email service.

Parents should not contact staff regarding any school issue via a social networking site. An email facility is provided for this purpose.

Pupil's Agreement: Key Stage 2

I agree that:

- I will ask permission from a member of staff before using the Internet
- The messages I send will be polite and responsible
- I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone under any circumstances
- I will report any unpleasant material or messages sent to me to my teacher immediately
- I understand that the school will check computer files and will monitor the Internet sites that I visit
- I will not access other people's files
- I will only use my own username and password

Pupil's Agreement: Early Years and Key Stage 1

I agree that:

- I will ask an adult before using the computers
- I will follow the instructions of the teacher when on the computer
- I will not give my full name, home address, telephone number, any other personal information or arrange to meet anyone under any circumstances
- I will tell my teacher if I see anything on the computer which I think I shouldn't have done
- I understand that the teacher can check everything that is done on the computer.
- I will only open my own files
- I will only use my own class's username and password

Parent's Agreement

I have read and accept the Schools ICT Acceptable use policy.

I have discussed the policy with my child.