

# Upton Westlea Primary School

## Internet Acceptable Use Policy



Approved by staff: May 2017

Signed: K Carruthers

Approved by Governors: May 2017

Signed: M Williams

Review Date: May 2018



# Upton Westlea Primary School

## Internet Acceptable Use Policy

This policy has been researched and produced by the Computing Subject Leader and the Head Teacher. The designated member responsible for Internet Safety in the school is Mrs Françoise McCracken (Computing Subject Leader).

The aims of the 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 the Internet use in school is a resource. If the resource is abused, then access will be denied.

### Computing Vision

At Upton Westlea Primary School we will continue to develop the learning environment to provide a range of Computing opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning in line with our school's vision.

### General

- Virus protection software is used and updated on a regular basis.
- The Computing Subject Leader is the appointed member of staff responsible for E-Safety.

### Pupils' Access to the Internet

Upton Westlea uses one of Cheshire West and Chester's "filtered" Internet Service, which will minimise the chances of pupils encountering undesirable material. Upton Westlea will normally 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 to pupils, the expectation we have of pupils. Teachers will have access to pupils' Internet related files and will check these on a regular basis to ensure expectation of behaviour are being met.

## **Expectations of Pupils using the Internet**

- All pupils are expected to read and agree the Internet Agreement.
- At Westlea, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- 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 must ask permission before accessing the Internet.
- Pupils will not access social networking sites in school.
- 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.

## **School Website**

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publications of children's work will be decided by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs and video of children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

**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**

Upton Westlea Primary School uses photographs and/or videos to showcase and celebrate our pupil’s achievements and promote the school.

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**Upton Westlea Pupil Internet and Computing Agreement 2017**

Please tick the boxes and sign:

I have read through this agreement with my child and we agree to these safety measures.

I consent to photographs and/or videos being used in the following ways (please tick):

School Photo Album	
School Concerts	
School Website	
School Displays	
Exhibitions outside the school	
Press releases	
Sports Events/Competitions	
Seesaw Learning Journal	

Signed: ..... (Pupil)

Name of child: .....

Class: .....

Signed: ..... (Parent/Carer)

Date: .....