

Upton Westlea Primary School

Internet Acceptable Use Policy



Approved by staff: June 2018

Signed: K Carruthers

Approved by Governors: June 2018

Signed: S Cocks

Review Date: June 2019



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 2018

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:

The following letter is also sent out to parents re. consent:

Dear Parent/Guardian

Photographs and videos of children are sometimes taken in school, by staff or press, to celebrate a particular event, record achievements or to publicise the work of the school. These images may be used for classroom displays, school publications, newspaper articles, our school website and 'Facebook' page.

Cheshire West and Chester Council Guidelines regarding the use of such images have been given to us to conform with the requirements of the Data Protection Act 1998, and we therefore need to seek explicit permission to take photographs or videos of children (for any purpose) if they are clearly recognisable in the photograph.

Please can you complete the attached form and return it to school as soon as possible. Permission, if granted, is valid for the duration of your child's time at Upton Westlea Primary School, although you may of course contact the school and withdraw permission at any time if you change your mind.

If the form is not signed and returned, we cannot take photographs of your child for any purpose.

Yours sincerely

Mrs K Carruthers

Headteacher

Name of Child: _____ Class: _____

May your child's image be used for displays/DVDs within the school? e.g. project work, team photo's, merit board and outside notice boards on playground. (names may be included)	YES/NO
May your child's image be used in school publications which are intended for pupils and parents only? e.g. school newspaper etc (names may be included)	YES/NO
May your child's image be used in other school publications/DVDs which may be circulated more widely? e.g. prospectus (names will not be included)	YES/NO
May your child's image appear on the school website including school newsletters? (names will not be included) <i>Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies</i>	YES/NO
May a local newspaper take and publish a photograph of your child? (full name required for publication)	YES/NO
May a local newspaper take and publish a photograph of your child in a group setting? (names will not be included)	YES/NO
May your child's image appear in the regional/national media? e.g. a TV report of a visit by a dignitary/celebrity (names will not be included)	YES/NO
May your child's name and image be used on our Social Media pages?	YES/NO

THIS CONSENT WILL REMAIN UNTIL YOUR CHILD LEAVES UPTON WESTLEA OR YOU INFORM US OF ANY CHANGES

Signature of Parent/Guardian: _____ Date: _____

Name of Parent/Guardian (block capitals please): _____