La Mare de Carteret Primary School

Acceptable Use Policy

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Our Vision and Values at La Mare de Carteret Primary



LMDCP working together with the entire community to ensure the rights of the child are met by providing a safe, nurturing and challenging education

Aims of the policy

To ensure children are taught a broad, balanced, engaging and progressive curriculum that:

- inspires children to learn.
- teaches children the school's Learning Principles.
- uses ICT to enhance and extend learning and teaching across the whole curriculum.
- gives all children the skills to prepare them for a future in which ICT is an integral part of society.

"I think it's fair to say that personal computers have become the most empowering tool we've ever created. They're tools of communication, they're tools of creativity, and they can be shaped by their user." - Bill Gates

Roles and Responsibilities

Every teacher is responsible for planning a creative and engaging curriculum that is safe, challenging and accessible to all learners.
Every learner should be able to have a say in what and how they learn.
Every parent and carer should be informed about how ICT is used to enhance and extend the learning of their children in all subjects.

Curriculum

The use of ICT is fully integrated and embedded in daily teaching and learning activities to a greater or lesser degree.

Teaching will equip children with the skills necessary to use technology to become independent learners, responsible citizens, effective contributors and confident individuals.

ICT use is integrated throughout the curriculum, throughout the school.

Children will have experiences of a variety of peripherals, hardware, software and apps that allows a progression of skills, concepts and applications.

All classes have equal access to the range of ICT equipment available in school.

Children have the opportunity to work individually and to collaborate in pairs and in small groups to use ICT creatively to enhance their learning.

Children become increasingly independent in their use of ICT through teacher and child led and initiated activities.

LMDCP Acceptable Use Policy:

Digital technologies have become integral to the lives of children, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children should have an entitlement to safe access to these digital technologies.

This Acceptable Use Agreement is intended to ensure:

- that children will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

- that school systems and users are protected from accidental or deliberate misuse that could put the security of the system at risk and will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not able to be consistently or closely monitored.

All users need to be aware of the range of risks associated with the use of these internet technologies and that some have minimum age requirements (13 years in most cases).

We understand the responsibility to educate children on Online Safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

It is important that children both understand and practise these principles in their own use of ICT, particularly when using technology provided by the school. As such, an acceptable use agreement will need to be signed before children are able to participate in the use of collaborative web based applications or communication tools which can be accessed out of school hours, such as the Google Apps for Education (GAFE) suite of programmes and school provided email.

Breach or suspected breach of the acceptable use agreement by a child may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

Below are the Acceptable Use Policies for EYFS, Key Stage 1 and Key Stage 2 children. There are 2 different agreements depending on the age and the technologies which will be used within school.

Acceptable Use Policy Agreement – for EYFS and KS1

Please read and talk about this agreement with your child.

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computers / ipads.
- I will only use activities that an adult has told or allowed me to use.
- I will take care of the computers/ipads and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer / ipad.
- I will follow the rules on the Stay Safe Online poster in my classroom.

We have read and understand the above EYFS and KS1 Acceptable Use Policy and agree to follow these guidelines:

Name (child): _____

Signed (parent/carer):_____

Date: _____





Acceptable Use Agreement– for KS2

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the school network, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will follow the rules on the Stay Safe Online poster available in my classroom.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details etc).
- I will immediately report to an adult any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school network and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission from an adult.
- I will not try (unless I have permission from an adult) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school network or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission from an adult to do so.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter anyone else's files, without the owner's knowledge and permission.
- I will be polite and respectful when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share pictures of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- If I bring a personal device, e.g. a mobile phone, into school I will hand it in to the school office and collect it at the end of the day.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, when using technology **both in and out of school for school purposes:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, there will be consequences. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above KS2 Acceptable Use Policy and agree to follow these guidelines when:

- I use the school's systems and devices (both in and out of school for school purposes).

Name (child): _____

Signed (parent/carer):_____

Date: _____

Dear Parent/ Carer

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

- I will make a point to talk to my child about the risks of social networks and help them set their privacy settings to high security to keep them protected while they're having fun online.
- I will keep my child's password private for safety purposes and ensure that I won't go on their sites without their knowledge.
- I will make an effort to be involved with my children online, especially if they invite me to look at their favourite sites or play their favourite games.
- If my child posts a photo or video of them or their friends online that I feel is inappropriate or compromising their safety, I will talk to my child about the consequences and longevity of posting photos or videos online and ensure that it is removed from their site.
- I will listen to my child when they talk to me about what happens online, and if a problem does occur, such as my child being a victim of cyberbullying, I will remain calm and support my child through the entire situation and report any abuse to school or relevant authorities.

Please read and discuss these acceptable use rules with your child and return the slip at the bottom of this page.

If you have any concerns or would like further explanation please contact the school office to make an appointment to discuss this.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

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Parent/ carer signature
We have discussed this KS2 Acceptable Use Policy document with ……..…….(child's name) and we agree to follow the acceptable use rules and to support the safe use of digital technologies both inside of school and at home.

Parent/ Carer Signature ……..……..……

Class …… Date ……

(AUP adapted from www.iamcybersafe.org and https://swgfl.org.uk/online-safety/)