



ICT Acceptable Use Agreement for Pupils and Parents



Staff Responsible:	Mrs C Waters
Governor Committee:	Safeguarding
Status & Review:	September 2022
Next Review Date:	September 2024

Background

We ask all children and adults involved in the life of Town Farm Primary School to sign an Acceptable Use Policy which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). We teach the children about behaviour and that respect applies to all members of the school community whether they are at home or school and that we 'Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.'

The school's full Online Policy can be found [here](#).

Internet Access in School

Using the Internet to enhance learning is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work and is a part of daily life in the school when it is appropriate to support teaching and learning. It also helps prepare children for their future lives.

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Town Farm School and explains how the school is seeking to avoid the potential problems that unrestricted access could create.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils, but could be by any of the following:

- Access to the Internet may be by teacher demonstration
- Pupils may be given a suitable web site to access using a link from their year group links page on the school website or by clicking on a link in a teacher-prepared Word document
- Pupils may be provided with lists of relevant and suitable web sites which they may access
- Older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.
- Remote learning
- Online tuition

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the **Rules of Responsible Internet Use** (see below) and the reasons for these rules. Teachers will endeavor to ensure that

these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Maintaining the Security and Safety of the School ICT Network

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. The school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including having a robust behaviour policy, physical and technical monitoring, education and support and web filtering.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our Internet access includes a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- The school's Beesafe monitoring programme will protect by monitoring all activity that takes place on any computer ensuring that children are safeguarded against cyberbullying and other potential online risks;
- Our Rules for Responsible Internet Use are signed by parents and children prior to pupils being able to access the internet;
- Class teachers will keep a list of pupils who have signed the agreement so they can check who is able to have access;
- Children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- The ICT co-ordinator will monitor the effectiveness of Internet access strategies;
- The ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- The headteacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences of this.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the ICT co-ordinator and the Designated Safeguarding Lead/Deputy in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the IT co-ordinator will be informed. The IT co-ordinator will report the URL and content to the ISP and the LEA; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation <http://www.iwf.org.uk> and the police.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Cyberbullying

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

SAFE	Keep safe by being careful not to give out personal information online.
MEETING	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
ACCEPTING	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
RELIABLE	Information on the internet may not be true – anyone can upload material to the internet. Always double check any information on a more reliable website.
TELL	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place Or call a helpline like ChildLine on 0800 1111 in confidence.

Only under special circumstances agreed with the school, will a pupil be allowed to bring a mobile phone into school. In this instance, the phone will be handed to the class teacher at the beginning of the school day and returned at the end of the school day. Under no circumstances will a pupil be allowed to use their mobile phone on school premises.

Rules for Responsible Computing and Internet Use

The school has computers with Internet access to help pupils with their learning. The following statements are designed to keep pupils safe and happy at school and at home. These rules need to be signed before pupils can use the Internet.

- ***I learn online*** – I use the school's internet, devices and logins for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.
- ***I behave the same way on devices as face to face in the classroom, and so do my teachers*** – If I get asked to do anything that I would find strange in school, I will tell another teacher.
- ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
- ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
- ***I am not a bully*** – I know just calling something banter doesn't make it ok as it could become bullying. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
- ***I am a secure online learner*** – I keep my passwords to myself. Friends don't share passwords.
- ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
- ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
- ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
- ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
- ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
- ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
- ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell

me what to do with it; I don't send any photos or videos without checking with a trusted adult.

- ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
- ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
- ***I follow age rules*** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
- ***I am private online*** – I don't give out my personal information such as my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
- ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
- ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
- ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
- ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission.
- ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

Parent/s and/or Carers

- **I undertake to read and accept all of the above in support of and on behalf of my child's agreement to it.**
- **I will discuss internet safety issues with my child and try to ensure that they are fully aware of the risks of internet use and of school policy with regard to the same.**
- **I will promote positive online safety and refer to parentsafe.lgfl.net or other online safety sites for advice and support on safe settings, parental controls, apps and games.**
- **I accept that in accordance to 'The Education and Inspections Act 2006' school has the right to search and or delete anything from personal devices if they believe illegal or suspicious activity has taken place as a result of a 'with consent' search.**

- **I will ensure that I NEVER UPLOAD photographs and/or videos of children of Town Farm Primary School (other than my own) on to any website including any social media site such as Facebook, Twitter etc as there may be cultural or legal reasons why this would be inappropriate.**

Name of Pupil: _____ Class: _____

Signed by Pupil: _____ Date: _____

Signed by Parent/Carer: _____ Date: _____