



MARSHBROOK FIRST SCHOOL & MARSHMALLOWS

Acceptable Use Policies

As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of communications technology and the internet. Those risks are not confined to the use of computers, they may also arise through the use, for example, of games consoles and mobile phones.

There is an expectation that schools will have in place appropriate policies and strategies to promote the safety of learners in their care both when they are in the school and when they are elsewhere.

The following are the Acceptable Use Policies for Marshbrook First School and they should be read in conjunction with the E-safety policy and the ICT Security Policy. Further guidance can be obtained from the Staffordshire County Council's Acceptable Use Policy for all Council Staff.

Mrs D. Spiers – E Safety Co-ordinator

Policy contents:

1. AUP for learners in Early Years and KS1
2. AUP for learners in KS2
3. AUP for adults working in school
4. AUP for Governors

AUP for learners in Early Years and KS1

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite and sensible
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- only email people I know or if my teacher agrees
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not load photographs of myself onto the computer
- never agree to meet a stranger
- not use Internet chat

I understand that if I deliberately break these rules, I could be stopped from using the Internet or the computers.

Anything I do on the computer may be seen by someone else

AUP for learners in KS2

***When I am using the computer or other technologies,
I want to feel safe all the time.***

I agree that I will:

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful and sensible
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- only email people I know or those approved by a responsible adult
- only use email which has been provided by school
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- not load photographs of myself on to the computer, except under supervision of an adult working in school
- never meet an online friend

AUP for Adults working in school

I know that once I post a message or an item on the internet then it is completely out of my control.

I know that anything I write or say or any website that I visit may be being viewed by a responsible adult

I agree that I will not:

- visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - pornography (including child pornography)
 - promoting discrimination of any kind
 - promoting racial or religious hatred
 - promoting illegal acts
 - breach any Local Authority/School policies, e.g. gambling. Please refer to Staffs County Council's AUP for further details.
 - do anything which exposes children in my care to danger
 - any other information which may be offensive to colleagues
- forward chain letters
- breach copyright law
- do anything which exposes children to danger

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used

AUP Guidance notes for Governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on the LSCB e Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by the Headteacher