

Archbishop Cranmer C of E Academy

'Striving for life in all its fullness' John 10:10



KEY STAGE 2 ACCEPTABLE USE POLICY

Archbishop Cranmer CE Academy is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Before being allowed to use the Internet, all children must have parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules that apply to Internet use.

To ensure clarity, the E-safety rules appropriate to the age of your child are included with this letter – they are also available on the school website for both Early Years/KS1, and KS2 children. A list of pupils whose parents have not consented to Web publication of works and photographs; and for their child to have Internet access will be held in the school office for staff to refer to when appropriate.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

At all times in our school, pupils are supervised when on the Internet and teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We would be grateful if you could read the enclosed guidance documents and then complete and return the consent form to the School Office as soon as possible.

Yours sincerely

Lauren Rogers
Deputy Headteacher



KEY STAGE 2 PARENT AND CARER ACCEPTABLE USE POLICY

OUR VISION

All users should have an entitlement to safe Internet access at all times. Lack of guidance and learning in E-safety can mean staff, volunteers and children are unaware of the unintended consequences of their on-line behaviour or actions. It highlights the need to educate all members of the school community about the benefits and risks of using Internet technologies and electronic communications, and provide safeguards and awareness for users, to enable them to control their online experience. Our policy and practice against this is clearly articulated in this Acceptable Use Policy.

'Our vision is to make the children at Archbishop Cranmer CE Academy as safe and productive in the on-line world, both in school and outside of school, as they are in the real world with particular focus on protection against grooming, cyber bullying and becoming a positive e-citizen.'

THIS ACCEPTABLE USE POLICY IS INTENDED TO ENSURE:

- Children will be responsible users and stay safe while using the Internet and other digital technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of E-safety and are involved in the education and guidance of their children with regard to their on-line behaviour.

The school will ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parents are requested to read and discuss the Key Stage 2 Acceptable User Policy below with your child and the school's E-safety & Anti-bullying Policy available on the website; then sign the permission form below to show support for this important aspect of the school's work. Without parent's consent, pupils are unable to access the Internet in school.

Parents are also asked to sign and return the permission form 'Use of Photos & Digital Images':

- To give consent to allow the school to take and use images of your child in accordance with school policy.
- To agree to only take and use digital/video images in school for your own personal use and not to publish these or make them publically available on social networking sites.



KEY STAGE 2 PUPIL ACCEPTABLE USE POLICY

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

MY PERSONAL SAFETY:

- I understand that the school will monitor my use of the systems, 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of 'stranger danger' when I am communicating on-line.
- I will not give out personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age or pictures) unless my parent, carer or teacher has given permission.
- I will never arrange to meet someone that I have met online. Online 'friends' are strangers and invitations to meet them in the real world should be reported.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

RESPONSIBLE USE OF TECHNOLOGY AS A RESOURCE:

- I will only use the computers for school work and homework.
- I will not try to make downloads or uploads from the Internet.
- 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 access my personal emails in school. 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.
- I understand that the school may check or monitor how I have used the computer.
- I will not bring my own computer, mobile devices, SMART watches, memory sticks or personal storage devices into school without permission from my class teacher.
- I understand that I am not permitted or able to access or use social media sites within school.

WHEN USING THE INTERNET, 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 factual and could be misleading or an attempt to influence my opinion.

I WILL ACT AS I EXPECT OTHERS TO ACT TOWARD ME:

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

I UNDERSTAND THAT I AM RESPONSIBLE FOR MY ACTIONS, BOTH IN AND OUT OF SCHOOL:

- 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 were to break this Acceptable Use Policy Agreement, there would be consequences to my actions. This may include removal of Internet or computer access, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems and devices.