Archbishop Cranmer C of E Academy

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

FOUNDATION STAGE/KEY STAGE 1 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

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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.

The use of digital & video images plays an important part in learning activities. Pupils and members of staff may use school digital cameras or iPads to record evidence of activities in lessons and on trips/visits etc. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents/carers' permission before taking images of members of the school. We will also ensure that when images are published that the child cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents and carers are welcome to take videos and digital images of their children at school events for their own personal use (such use in school is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents and carers comment on any activities involving other pupils in the digital/video images.

Parents are requested to read and discuss the Key Stage 1 Acceptable User Policy below with your child and the school's E-safety & Anti-bullying Policy available on the website; then sign the consent 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.

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KEY STAGE ONE ACCETABLE USE POLICY

THIS IS HOW I STAY SAFE WHEN I USE DIGITAL TECHNOLOGY:

- I will ask a member of staff if I want to use a computer or other equipment.
- I will only use my own log-in and password and will remember to log-out when I have finished.
- I will only use activities that a member of staff has allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a member of staff if I am not sure what to do or if I think something isn't right.
- I will tell a member of staff if I see something that I am unhappy with or which upsets me on the screen.
- I understand that the school may check or monitor how I use digital technology.