

## **LEYS FARM JUNIOR SCHOOL**

### **Acceptable Use Policy 2021**

#### **1. Statement of Intent**

This policy is intended to ensure children at Leys Farm Junior School (LFJS) are protected while using digital technologies for educational, personal and recreational use. LFJS is committed to including digital technologies across the curriculum provision. In doing so, we recognise the inherent risks posed by these technologies. Full compliance with this policy will mitigate these risks and help to ensure individuals are safe online and the privacy rights of individuals are protected. These facilities come with responsibilities and this policy provides information relating to the acceptable use of digital technologies. LFJS intent is to ensure that all school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

#### **2. Scope**

While digital technology and the internet provide an exciting opportunity for children to learn and interact with various subjects, they also pose a risk, with the potential for exposure to inappropriate content and inappropriate contact from other children and adults. Digital technology also provides an opportunity for children to engage in unacceptable behaviour, both online and offline. In order to keep children safe online, and for them to learn how to keep themselves safe online, all children and teachers should be aware of relevant skills and strategies needed to ensure internet safety. This ranges from knowing to only use the internet with adult supervision for younger children, to strategies for identifying appropriate links for older children. Mitigating the risk to children created by digital technology and the internet will be ensured through specific safety lessons and assemblies and will also be embedded within the general curriculum. E-safety will depend on policies being properly implemented at all levels of the school community: from published policies, to a secure school network design, the effective management of school broadband and filtering systems, parental awareness of the dangers of online use and effective teaching about digital-technology use. This policy is to work in conjunction with the Safeguarding and Child Protection Policy, Data Protection Policy and Information Security Policy. This policy applies to information in all forms including, but not limited to:

- Information or data stored electronically, including scanned images,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

Children will confirm that they have understood and will adhere to the policy via the Policy Agreement in Appendix 1. This information will be recorded on the school's management information system. Parents/carers will also be informed of this policy.

Children will be educated on the safe use of the internet, educational and digital technologies in line with the main themes of this policy which is appropriate for their age. LFJS will be responsible for delivering this as part of their curriculum. A communication will also be sent to parents/carers on annual basis which will inform them of the expectations of this policy. This policy also is relevant to Safeguarding, Data Protection and Information Security policies.

### **3. Definition**

This policy applies to information in all forms including, but not limited to:

- Information or data stored electronically, including scanned images,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras, laptops and other internet enabled devices,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet.

### **4. E-Safety Measures**

The school's internet system, and access to it, is specifically designed for staff and children's use and, as such, includes filtering appropriate to the age of the child. Children will have clear objectives about why they are using the internet whenever the internet is incorporated into lessons. Lessons' using the internet will be carefully planned and the 'access levels' classes and children are afforded will be fully considered, taking into account the child's age and curriculum requirements. Children will be taught what internet use is acceptable and unacceptable, and teachers should be vigilant during internet-based lessons. Particular vigilance is necessary if and when children are undertaking internet searching. Teachers should use their professional judgement regarding whether this internet function is appropriate for the relevant class. Internet use will be monitored for the purposes of safeguarding. Children will be taught what internet use is acceptable and unacceptable, and teachers should be vigilant during internet-based lessons.

### **5. Complaints**

Complaints' regarding a child's misuse of the school's internet/digital devices will be dealt with by the headteacher and an appropriate, member of staff.

Sanctions for misuse may include:

- Revocation of internet use privileges
- Communication with the child's parents/carers
- following of the school's behaviour policy and procedures.

Any issues or complaints of a child protection nature will be dealt with according to the school's Child Protection and Safeguarding Policy procedure. The complaints procedure is published on the school's website.

## **Appendix 1:**

### **Pupil Acceptable Use Policy Agreement Using digital technologies for educational, personal and recreational use comes with responsibilities.**

This document summarises the standard of acceptable use that is expected from all children using IT facilities in and out of school. This policy is intended to ensure that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use. LFJS will also endeavour to ensure that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. This acceptable use policy agreement applies to information in all forms including, but not limited to:

- Information or data stored electronically, including scanned images,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

### **Equipment and Conduct**

- I will only use ICT systems in school for the purposes of learning as directed by teachers and associate staff (including digital video, mobile devices, cameras, sound recording devices etc.)
- I will not attempt to repair any hardware myself but will report faults/damage to a member of staff, as soon as possible.
- I will not attempt to change the hardware (keyboard, mouse, monitor, processing unit) in anyway. • I understand that I must not install any software that I do not have a licence for.
- I will not use a personal device in school or attempt to connect to the school internet with an unauthorised personal device.

### **Security, Privacy and Monitoring**

- I will never share my passwords with anyone except for a member of staff when requested. • I will follow the school's recommendation to change my password regularly.

- I will never reveal any personal details about myself when in an online environment to individuals I don't know. This includes full name, address, mobile or telephone number, school name, instant messenger address, e-mail addresses etc.
- I will never share or disclose personal details of any other individual on social media, internet, instant messaging or any other app which may be interpreted as insulting, disruptive, or offensive by any other individual or entity or affects their privacy rights. This could include names, addresses, email addresses, telephone numbers, age, gender, educational details, photographs etc).
- I understand that use of the school internet, email and network is monitored to ensure that the use of IT I make in school is for school purposes only.
- I will not attempt to login in to someone else's account or conduct any other activity in breach of the Computer Misuse Act 1990, Data Protection Act 2018 or the Copyright, Design and Patents Act 1998.
- I understand that all of my internet activity within school is monitored and that my browsing history can be accessed by staff at any time should this be deemed necessary.

### **Email**

- When in school I will only use the approved school email account and only for school purposes. Children must not access personal email accounts.
- I will follow the basic principles of email etiquette when communicating with school email and never reveal any personal details about myself.
- I will not forward chain emails/or messages on social media/multi-media messaging app which I understand is not allowed or will in breach of other individual's privacy rights.
- I will only use my school email within lessons when instructed to do so by my class teacher.
- I will not reveal my email login details to anyone else or allow anyone access to my email account. • I will not use my email account for malicious purposes i.e. to send malicious emails or "spam" to other email accounts within or out of school.
- I understand that my email activity is monitored, and my email account can be accessed by staff if deemed necessary.
- I will not click on links in emails from un-trusted or unverified sources.
- I will notify a teacher if I receive an offensive email.

### **Internet**

- I will not attempt to bypass the school's internet filtering system.
- I will only access the internet for school activities.
- I will respect the ownership and copyright rules of material that I use on the internet.
- I will report immediately any inappropriate material that I encounter when using the internet.

- I will not use the messaging feature during lesson times unless instructed to do so by my teacher or to send inappropriate or malicious messages.
- I will not use the internet in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

### **Social Media**

- I understand that Social Media sites are blocked by the internet filter in school.
- I will not use Social Media or Multimedia sites as they are not age appropriate (such as Facebook, Twitter, Instagram, Snapchat etc.) to do anything which might bring the school into disrepute or cause distress to other individuals which may affect their privacy rights.
- I will not attempt to create a friendship with any members of staff (or ex-members of staff) through Social Media / Multimedia sites.
- I will not share any inappropriate comments or activity by any individual via social media.
- I understand that any inappropriate comments or posts are not acceptable and the appropriate conduct policy will apply.

### **Video-conferencing / lessons / calls**

- I will only use my school approved Microsoft Teams for online calls and meetings.
- I will not record, download or share any lessons which have been delivered online. I understand that this will be an infringement of other individuals' privacy rights.
- I understand that if lessons are recorded then I will be informed at the beginning of the lesson. Recordings of lessons will only be available via Microsoft Stream and will only be available to relevant individuals.
- I will ensure that I am in an appropriate space, dressed appropriately and use a meeting background to where relevant protect the rights of other individuals in my household. Communication
- 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 opinion and on-line communications require the same respect for others as face-to-face interactions.
- 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.

### **Laptop or Device Scheme (where offered)**

- I will adhere to the rules set out in the laptop agreement I have signed, principally to keep the laptop in the appropriate protective case provided, not to leave unattended and to bring to school with the battery fully charged.
- I will provide my laptop/school provided device to LFJS at any time requested for health check.

Please note that this policy document with any updated content will be available on the school website for parents/carers.

### **Pupil Agreement**

I understand these rules are designed to keep me safe and I will abide by the provisions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and removal of IT privileges. This applies to using school equipment both in and out of school.

Child's Name

Signature

Year Group

Registration Group

Date

### **Parent/Carer Agreement**

Children must also have the signature of a parent or carer who has read this agreement.

As the parent or carer, I have read this agreement and understand that access to IT is for educational purposes. I will ensure that my child understands the content of this agreement and will support LFJS in enforcing these rules. I understand that the school provides a filtered service, but I agree to report any misuse of the system to the school.

Parent's Name

Signature

Name of Child

Year Group

Date

Reviewed: January 2021