



St Mary's RC First School, Hexham

Executive Headteacher: Mr P Naughton

We love, we learn, we live.

ACCEPTABLE USE POLICY

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with the appropriate training in the area of Internet safety by the E-Safety representative.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be monitored and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils must report to staff if they accidental access any inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into class activities and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.



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School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The school website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils will not be permitted to bring to school or use personal technology, for example mobile phones, on the school premises. Children will not be permitted to take unauthorised images with a still camera, as this is in direct breach of the school's acceptable use policy.

If technologies, such as mobile phones, are brought onto the premises then they are to be kept in the school office until the end of the school day.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- General Data Protection Regulation and Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989



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Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



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Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Executive Head Teacher.

School Name: St Mary's RC First School, Hexham

Name of Pupil: _____ (Please print name)

Class/Year: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

