

This policy has been developed to follow the guidelines set by the Gloucester Safeguarding Executive and has been ratified by Governors. It covers use of digital media by pupils.

This policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Child Protection.

Online -Safety encompasses all digital technologies, the Internet and electronic communications such as mobile phones, as well as digital collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

### **Why is internet use important?**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Agreement 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.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect that pupils to agree to be responsible users.

### ***Acceptable Use Policy Agreement***

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

### **For my own personal safety:**

- I understand that Harewood Junior 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 disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- If I need to bring a phone to school my parents / carers will formally request permission from the headteacher to do so (this will be considered on a case by case basis). If permission is granted, I will hand my phone into the office each morning before school and collect it at the end of the day.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the Harewood Junior School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Harewood Junior School systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).

### **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 recognise that Harewood Junior School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of our school:**

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 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 not use or try to access social media sites.

### **When completing home learning or homework on Seesaw:**

- I will follow the online safety rules and only use Seesaw for school work.
- I will not attempt to directly communicate with other students using Seesaw.
- I will report to a trusted adult or my class teacher if I come across any unsafe content.
- I will not use Seesaw to do anything threatening, abusive, harassing, defamatory, tortious, obscene, profane, or invasive of another person's privacy.
- I will not use personal information about other Seesaw users, including students.
- I will not use Seesaw in a way that infringes the intellectual property rights of others.
- I recognise that my comments and communications on Seesaw may be monitored by my class teacher or a member of the SLT

**When using the internet for research or recreation, 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.
- 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 truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that Harewood Junior 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 fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, contact with parents and in the event of illegal activities exclusion, and even the involvement of the police.

**Please complete the sections on this 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 systems and devices.**

**I have read, understood and agree with the Pupil Information Systems Code of Conduct.**

Signed: ..... Name(print): ..... Date: .....

Accepted for school: ..... Name (print): .....