



## **Corbridge Church of England First School**

### **E-safety - Acceptable Use Policy**

At our school we believe that ICT and the Internet are very positive and powerful tools which enhances the teaching and learning that can take place in school. ICT can make ideas clearer, it can make learning quicker, it can be fun, creative, and be enjoyed by pupils working independently or with others.

At Corbridge Church of England First School we have computers, laptops, exciting software, digital cameras, video cameras, ipad access, other special ICT equipment, and Internet access which can all be used for teaching and learning.

Generally, teachers will direct children in how to use these tools, but sometimes pupils will be encouraged to use them creatively to explore tools.

#### **WHY WE NEED RULES FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET IN SCHOOL**

Our school wants all pupils to be able to use ICT and the Internet creatively, responsibly and independently. Age appropriate Acceptable Use Agreements have been prepared to share with pupils and help them learn what they can do, and what they must not do, when using ICT and the Internet in school. The e-safety teaching is also directed to inform the children how to stay safe when using ICT out of school also.

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications 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 users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

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

This Policy includes:

- Parent and Carers Acceptable Use Policy and Agreements– use of the internet and digital images and video
- Pupil Acceptable Use Agreements (EYFS / KS1 / KS2 – Our ICT Rules)
- Staff and volunteers Acceptable Use Policy and Agreements
- Community Users Acceptable Use Policy and Agreements

## Corbridge First School

### Parent / Carer Acceptable Use Policy and Agreement

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The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

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### Parent / Carer Acceptable Use Agreement

#### Internet / ICT Access Permission Form

Parent / Carers Name (please print):

Pupil's Name (please print):

As the parent / carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date

## Corbridge First School - Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. 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 young people cannot be identified by the use of their full names.

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

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree.

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### Digital / Video Images Permission Form

Parent / Carer's Name:

Relationship to Pupil (e.g. mother / father)

Pupil's Name:

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

Signed

Date

# OUR ICT RULES

This is how we stay safe when we use computers:



I can use the computers or Interactive White Board if I have planned to do so.

I will always be very careful using computers and ICT equipment.



If I am not careful I will not be able to use the computers during planning time.

I will tell an adult if something comes up on the screen that I do not like.



Child's Name: \_\_\_\_\_

Signed (parent): \_\_\_\_\_