Blackfen Acceptable Use Policy 2018

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. Technologies open up new learning opportunities for everyone. They can stimulate discussion, promote creativity and effective learning, and promote more effective communications between parents / carers and the school in order to support young people with their learning. Young people should have an entitlement to safe internet access.

Our Acceptable Use Policy is intended to ensure:

-   All young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
-   School Computing/ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
-   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 students have good access to Computing/ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is your son/daughter's Learning Journal or Planner, so that parents / carers will be aware of the school expectations of the young people in their care.

Filtering

The School has a robust filter for the internet and a system for monitoring computer usage. For example Social Media sites are blocked on the School network. However, out of School and particularly on mobile phones connected to the mobile networks, there is often no supervision, monitoring or filtering. It is therefore a student's responsibility to adhere to this guidance or face the consequences of their actions as set out in the School's Behaviour Charter.

Students caught viewing or sharing inappropriate material, including that of another student or persons employed by the School, on a school computer or outside of School on any device such as their mobile phone via social media or otherwise, will receive a serious sanction as set out in the School's Behaviour Charter.

Bullying

Students need to be aware that bullying another student using the Internet, social networking sites, the School network, Office 365, School e-mail etc is still bullying and will be treated as such by the School. Students can expect to be sanctioned as set out in the School's Behaviour Charter, whether the incidents have been posted in School or out of School

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of learning and activities.
These images may then be used in presentations in subsequent lessons or 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 will consult SIMS (our management information systems) whether parents / carers have given their permission before taking images of members of the school. We will also ensure that when images are published the young people can not be identified by the use of their names, unless express permission has been sought.

Learning Journal and Planner

Parents were requested to sign the Acceptable Use Policy in your child's Learning Journal or Planner in September 2017.

Additional Guidance on Safe Use of Computing/ICT at Home
Keeping Safe
- Discuss user names with your children and discuss with them how to choose them carefully to protect their identity.
- Talk with your children about the information they should keep private in order to prevent them being contacted or traced including full name, address, home and mobile telephone numbers, school, places they visit regularly.
- Talk with your children about the need to limit access to their own information by using the safety and privacy features of sites to only give access to people they know and being careful who they add as friends, particularly social media sites such as Facebook, Twitter, SnapChat, YouTube, WhatsApp groups etc and when using multiplayer options during online gaming
- Parent /Carers please model safe behaviour in your use of Computing and ICT.

Research and Fun on the internet
- Talk to your children about the fact that any information published on the web can be read by anyone and that they should only publish information they would be happy for anyone to read.
- Check information that younger users are publishing on the web before it is posted to ensure that they are not putting themselves at risk.
- Check that they are old enough for the sites they are using. Facebook, SnapChat etc do have age restrictions for good reason.

Communicating
- Discuss the need for young people to be polite to others online and that they should not use bad language or comments which might upset others.
- Discuss the fact that e-mails and messages can be intercepted and forwarded on to anyone including their parents, other parents, their Head Teacher or a future employer.
- Ensure that young people know they should not open messages if the subject field contains anything offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.
- Recognise that there is a difference between online friends who you will never meet and real world friends. Talk to your children about their online friends.
- Remind your children that people they talk to online may not be who they seem.

Sharing
- Ensure your children know that downloading games and music that is copyrighted without paying for it is illegal

Buying and Selling Online
- Help your children tell the difference between web sites for information and web sites selling things such as eBay and Gumtree.
- Discuss how to recognise commercial uses of the internet e.g. iTunes, Google Play, mobile phone downloads, shopping.
- Remind your children that if an offer looks too good to be true it probably is and that they should not respond to unsolicited online offers.
- Remind your children that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

Problems
- Ensure that they know that if they receive an offensive or worrying message / e-mail they should not reply but should save it and tell you.