



Goldwyn School

Acceptable Use Policy (AUP) Students

(This policy is adopted from The Education People)

| | |
|---------------------|---------------------------------|
| Review Body: | Pete Lewis/Learning & Inclusion |
|---------------------|---------------------------------|

| | |
|-----------------------|--------|
| Review Period: | Annual |
|-----------------------|--------|

| | |
|-----------------------|---------------|
| Last Reviewed: | November 2018 |
|-----------------------|---------------|

| | |
|---------------------|---------------|
| Review Date: | November 2019 |
|---------------------|---------------|

| | |
|-----------------------|----------|
| Date Approved: | 05.03.19 |
|-----------------------|----------|

Safe

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the schools' acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before a share personal information and/or seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible

- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in school if I have permission from a teacher
- I know I must respect the schools' systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that school computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools' ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then I may receive school sanctions, for example loss of IT use, Internet ban.

Kind

- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Dear Goldwyn Student

All students at our school use computer facilities, including internet access, as an essential part of learning in today's modern British Society. You will have the opportunity to access a wide range of technology resources. This includes access to:

- Computers, laptops and other digital devices
- The Internet, which may include search engines and educational sites
- School learning platform/intranet
- Email
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras

At Goldwyn we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However, we also recognise there are potential risks. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online.

At Goldwyn we want to ensure that all members of our community are safe and responsible users of technology. We will support you to:

- ✔ Become empowered and responsible digital creators and users
- ✔ Use our resources and technology safely, carefully and responsibly
- ✔ Be kind online and help us to create a community that is respectful and caring, on and offline
- ✔ Be safe and sensible online, and always know that you can talk to a trusted adult if you need help

Should you have any worries about online safety then you can speak with any member of staff. You can also access support through the school Designated Safeguarding Lead (DSL) and via other websites such as www.thinkuknow.co.uk and www.childline.org.uk

We request that you and your family read our school Acceptable Use Policy and sign the attached slip. We look forward to helping you become a positive and responsible digital citizen.

Yours sincerely

Charlotte Lewis
Principal

Student Acceptable Use Policy Agreement Form

Goldwyn Acceptable Use Policy - Student Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the student AUP when:

- 1. I use school systems and devices, both on and offsite
- 2. I use my own devices in school, when allowed, including mobile phones, gaming devices, and cameras.
- 3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email, learning platform or website.

Student Name:

Signed: Date:

Parent/Carer Name:

Parent/Carer Signature: Date:

Dear Parent/Carer

All students at Goldwyn School use computer facilities and internet access, as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- The Internet, which may include search engines and educational sites
- School learning platform/intranet
- Email
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras

Goldwyn School recognises the essential and important contribution that technology plays in promoting children's learning and development and that it offers a fantastic range of positive activities and experiences. We do recognise however that this can bring risks. We take your child's online safety seriously and, as such, will take all reasonable precautions, including monitoring and filtering systems, to ensure that pupils are safe when they use our internet and systems. Students are appropriately supervised whilst using school equipment which can access the internet and we have a KCC filtering system in place

We recognise, however, that supervision of every child accessing the internet cannot be for 100% of the time and that no technical system can replace online safety education. We believe that children and parents have important roles to play in developing responsible behaviour. To support the school in developing your child's knowledge and understanding about online safety, we request that you read the attached Acceptable Use Policy with your child, discuss the content with them and return the attached slip.

Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

We request that all parents support our approach to online safety by role modelling safe and positive online behaviour and by discussing online safety whenever children access technology at home. Full details of the school's online safety policy are available on request. Parents/carers may also like to visit the following links for more information about keeping children safe online:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

Should you wish to discuss the matter further, please do not hesitate to contact your child's centre Designated Safeguarding Lead, which you will find on the school website, or myself.

Yours sincerely

Charlotte Lewis
Principal

Parent/Carer Acknowledgement Form

Student Acceptable Use Policy: Goldwyn School Parental Acknowledgment

I, with my child, have read and discussed Goldwyn Student Acceptable Use Policy.
I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools’ systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

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 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 the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child’s safety.

I will inform the school or other relevant organisations if I have concerns over my child’s or other members of the school communities’ safety online.

I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Student Name: Signed:

Class: Date:

Parent/Carer Name:

Parent/Carer: Signature: Date: