

Acceptable Use Policy Heacham Infant and Nursery School 2020-2021

At Heacham Infant and Nursery School we want to ensure all members of our community are safe and responsible users of technology. We will support our learners and 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 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

All pupils 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 Heacham Infant and Nursery School, we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and 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. We have developed user agreements for pupils, parents/carers and staff. You can see that we expect all of those persons to sign and return to our school office an agreement pledge. This is not optional and is part of our school procedures.

Should you have any worries about online safety then please speak to your child's class teacher.

You can also access support via other websites such as www.thinkuknow.co.uk and www.childline.org.uk

Learner Acceptable Use Policy Principles

Safe

- I will only send messages that are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open message from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to a trusted adult

Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like websites and books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I know that personal devices are not permitted in school
- I will keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher or trusted adult has allowed me to

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I know that if I do not follow the school rules then I will receive a sanction

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page, shut the lid or lock the screen and tell an adult straight away

We request that children at school sign and return the agreement form to ensure that we respect the rules around online safety. This is a safeguarding matter that will benefit everyone.

Learner Acceptable Use Policy Agreement Form Heacham Infant and Nursery School – Pupil Response

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

I agree to follow the AUP when:

- I use school systems and devices, both on and offline
- 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.

Pupil Name: _____

Signed: _____

Class: _____

Date: _____

Parent Name: _____

Signed: _____

Date: _____

Parent/Carers Acceptable Use Policy

- I have read and discussed the Heacham Infant and Nursery School Acceptable Use Policy with my child
- 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 am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation
- 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 if the school has any concerns about my child's safety online, either at school or at home, I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I, together with my child, will support the school's approach to online safety 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 know when I use social media, such as Facebook, Instagram, Class Dojo or any other online system, I should support the school values. I know that sharing a pupil's school work is not appropriate.
- I know that I can speak to the school Designated Safeguarding Lead, Louise Jackson, the deputy/assistant head teacher or my child's teacher if I have concerns about online safety.
- I will visit the school website for more information about the school's approach to online safety as well as access useful links to support both myself and my child in keeping safe online at home.
- I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

Together we explore, discover, achieve and grow

**Learner Acceptable Use Policy Agreement Form
Heacham Infant and Nursery School – Parent Response**


I, have read and understood the pupil Acceptable Use Policy (AUP) and agree to support my child in keeping safe online.

Parent Name: _____

Signed: _____

Date: _____

Executive Headteacher
Ms L. Jackson

Deputy Headteacher
Mrs E. Hunt
 West Norfolk Academies Trust

Assistant Headteacher
Miss C. Bennett

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