Our Aims

The internet and online technologies (including social media) have many educational and social benefits. They provide us with opportunities to create, collaborate and explore in the digital world, using multiple devices from multiple locations. At times, they will encounter risks. We now recognise, however, that Online Safety risks are posed more by behaviours and values online than the technology itself.

As a school we seek to ensure that our school community of safeguarded within and beyond educational setting by detailing what is appropriate and acceptable use on online technology. We want to ensure that everyone is clear about the procedures for misuse of any online technologies (in and out of school). We would also like to develop links with parents and the wider community to ensure that our pupils can use technology safely.
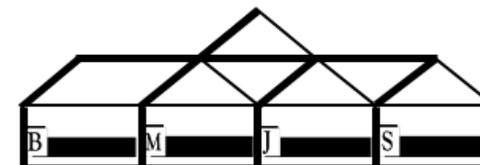
Our Acceptable use Policy (AUP) demonstrates how work has been achieved to create a balance between using ICT to enhance learning and teaching, and putting appropriate safeguards in place at the same time.

This document is an important way of encouraging all members of the community to take responsibility for their own safety when using technology. We hope to establish and reinforce safe and responsible online behaviours both in an educational environment as well as in the home where inappropriate behaviours can go undetected.

Social media and acceptable behaviour

The following advice and good practice guidance should be followed in order to stay safe whilst using social networking sites:

- Always be cautious about the information given by others on sites. For example; users not being who they say they are.
- Users should avoid placing images of themselves, family, friends or colleagues or details within images that could reveal background information and to consider the appropriateness of any images posted due to the difficulty of removing an image once posted online.
- Users should avoid giving out personal details on such sites which may identify them and their whereabouts.
- It is advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Users are encouraged to be wary about publishing specific and detailed private thoughts online.
- Report any incidents of bullying (including cyberbullying) to an appropriate adult.
- Children and parents/carers must never use social networking sites to contact staff Communication should be made within an educational networking environment. Social networking sites of any kind should never be used to embarrass, upset or bully staff, other adults or children and young people.
- All users' must abide by the terms and conditions of social networking sites and must never create false profiles including age.

Acceptable use of online technologies

Information Leaflet for Parents

September 2017

Who is responsible?

Online Safety is an important aspect of life in the modern world. Anyone who is a user of online technologies is responsible for their own behaviour. The nature of this document is to inform the school community what is acceptable behaviour online. This policy, supported by the AUP's for staff, Governors, visitors and children and young people is available to protect the interests and safety of the whole learning community.

For more information on individual roles, please see the Acceptable use policy online or you can request a copy from the school office.

Staying safe online

All users of the Internet should follow these basic principles of good practice guidelines and in line with other established policies:

- The school or other educational setting maintains that students will have supervised access to Internet resources (where reasonable) through fixed and mobile internet technology.
- Staff/parents should review any recommended Internet sites before use.
- All users must observe software copyright at all times. It is illegal to copy or distribute software from other sources.
- All users must observe copyright of materials including text and images.

- If staff or children and young people discover an unsuitable site, the incident should be reported immediately to an appropriate member of staff/parent/carer.
- It is the responsibility of the school/parent to ensure that anti-virus protection is installed and kept up-to-date on all ICT equipment.
- Users should not be permitted to download programs or files without seeking prior permission

It is important for parents, carers and school staff to remember that:

" It is only the tools and technology that change, not the behaviour of children, young people and adults"

Publishing children and young people's images and work

Parents will be given the opportunity to grant permission (via a consent form) to enable their child's work/photos to be used in the following ways:

- on a website
- on a Learning Platform / VLE
- in a prospectus and other printed publications
- video
- in display material
- general media appearances,

Useful contacts

In school your class teacher will always be happy to offer advice on what is acceptable behaviour online or is you have any concerns. You can also contact:

Online Safety Lead
- Mrs Marie Hill
  (*Head of School*)
- Mr Mark Bennett
  (*Deputy Head of School*)

Online Safety Governor:
Mrs Trish Sharp

All of the above staff can be contacted through school on: 01709 828505

There are also a number of bodies that can be contacted online:

- (If you are under 18) Childline on 08001111
- www.childline.org.uk/get-support
- CEOP (Child exploitation and Online Protection command)
- NSPCC
- Thinkuknow.co.uk (parents)