Bratton Primary School

Acceptable Use Policy
(Parents/Carers)

Bratton Primary School recognise the important contribution and value technology can play in promoting students' learning and development, however, there are potential risks involved. We have rigorous online safety policy and procedures in place and have taken positive steps to reduce this risk in school as we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Allowing the use of mobile devices is a school decision, and should be subject to the following key principles:

- All individuals are protected from inappropriate material, bullying and harassment
- Users have access to resources to support learning and teaching
- Users should be given clear boundaries on responsible and professional use
- Access to network services is given to users who act in a considerate, appropriate and responsible manner.
- Users are responsible for their behaviour on school networks just as they are in any part of the school.
- Access is a privilege, not a right, and entails responsibility. We expect all users to use technology, both that belonging to the school or their own, responsibly and strictly according to the following conditions:

For the purposes of this document, technology means any device that provides a connection to the Internet or internal network.

1. A device loaned to you by the school for an education related purpose remains the property of Bratton Primary School
2. Only approved user devices may connect to the school network by prior agreement.
3. A device must remain in your possession, should only be used by you and should be securely stored when not in use.
4. Bratton Primary School policies regarding the appropriate use and sharing information apply to devices both school and privately owned. Use of any device must adhere to data protection, online safety and health and safety rules.
5. Devices may be used for education related purposes at the discretion and under the supervision of the teacher or responsible adult.
6. If used to create or store personal information including images and video of pupils, users must fully comply with high standards of data protection as set out in the Data Protection Act 1998.
7. A device connecting to the school network may be not be used with any device.
8. Visitors that come into school to provide training or assemblies etc must either use their own laptop, email the presentation beforehand or use a school computer using a guest login.
9. Insurance cover provides protection for school owned devices from the standard risks whilst the device is on site or in your home but excludes theft from a car or other establishment. Should the device be left unattended and is stolen, you will be responsible for its replacement.
10. Privately owned devices remain the responsibility of the owner and will not be covered under the school insurance policy.
11. All devices whether owned by the school or privately owned, may be subject to regular checks for compliance with school policies. Failure to comply or evidence of unacceptable use will result in sanctions or disciplinary action.

Dear Parent/Carer

All pupils use computer facilities including 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
- Internet which may include search engines and educational websites
- School learning platform/intranet
- Email
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones
- Mobile Phones and Smartphones

Bratton Primary School recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online safety (e-Safety) policies and procedures alongside the schools' safeguarding measures. We have a sophisticated filtering and monitoring system which is essential to keep children safe.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. However, no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the schools internet and ICT facilities.

Full details of the school's Acceptable Use Policy and IT and Online Safety (e-Safety) policy are available on the school website www.bratton.wilts.sch.uk or on request.

We request that all parents/carers support the schools approach to online safety (e-Safety) by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website's www.bratton.wilts.sch.uk for more information about the school's approach to online safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping children safe online. It is expected that all parents/carers will sign and agree to the AUP.

Whilst the school monitors and manages technology use in school we believe that children themselves have an important role in developing responsible online behaviours. In order 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 and that you and your child discuss the content 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 understand that your child is too young to give informed consent on his/ her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Yours sincerely,

Mrs Emma Williams
Headteacher

Parent/Carers Acceptable Use Policy

- I have read and discussed the Acceptable Use Policy (attached) with my child.

- I know that my child will receive online safety (e-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 and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.

- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

- I understand that if the school has any concerns about my child's safety online, either at school or at home, then 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 schools behaviour 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 (e-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 that I can speak to the school Online Safety Lead, my child's teacher or the Headteacher if I have any concerns about online safety (e-Safety).

- I will visit the school website www.bratton.wilts.ch.uk for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.

- I will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online.

- 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.

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Please complete this section and return to the school office.

I have read the Parent/Carer Acceptable Use Policy

Child's Name: ……………………………………………..….. Class: …………

Parent/Carers Name: ……………………………………………………

Parent/Carers Signature:…………………………. Date: ……………