



Ruardean C of E Primary School

Acceptable Use Policy

Love of Learning – Love of Life – Love of One Another

Policy Reviewed:	Bi-Annually
By:	Resources Committee
Agreed:	05/02/2025
Next Review:	February 2027

Related Policies/Documents:

- Child Protection (Safeguarding) Policy and offer of early help
- Allegations of Abuse Against Staff Policy
- Behaviour Policy and Anti-Bullying Policy
- Keeping Children Safe in Education 2024

1 Introduction

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately. Young people should have an entitlement to safe internet access at all times.

The purpose of this Acceptable Use Policy (AUP) is to:

- Establish the ground rules we have in school for using the Internet;
- Ensure that young people will be responsible users and stay safe while using the internet;
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence
- Ensure that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Ruardean Primary School believes that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians. The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

2 Pupils' Access to the Internet

This School use a "filtered" Internet service, which minimises the chances of pupils encountering undesirable material. Children will only access the Internet when there is

a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Teachers will monitor usage and reinforce expectations of behaviour.

3 Website Guidelines

The school website can celebrate good work, promote the school and its events, publish resources for projects and homework, and link to other good sites of interest.

<http://www.ruardeancofeprimaryschool.com/>

On Ruardean Primary Schools website:

- No names and photographs that identify individual children will appear on it; Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in the local press and for displays, etc within school.
- Group photos will not contain a names list;
- Home information and e-mail identities will not be included only the point of contact to the school: i.e. school phone number, school address and e-mail to the school office/ Headteacher;
- Work displayed will be of the highest quality and reflect the status of the school.

4 Internet Agreement

All pupils and their parents/guardians, as well as staff, will be asked to read and sign an agreement covering the expectations we have when using the Internet in school. These Agreements are on a separate sheet. It should be read and agreed together with parent/parents, signed and returned to the Headteacher.

5 Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or computer network may be infected by a virus or accessed by unauthorised persons. The school has ensured that **all** networked computers receive regular up-dates of virus protection and vendor updates.

No Laptop should be connected to the school network without current and adequate virus protection

6 Mobile Phones

Pupils will not have access to mobile phones during school. Any mobile phones brought to school will be kept in a secure place. Members of staff will not make personal calls/check messages when working with pupils.

7. Remote Education

The Department of Education has provided advice to support schools and colleges do so safely. The NSPCC and PSHE Association also provide helpful advice.

Annex D: Online safety in [KCSIE 2024](#) provides additional information and support for schools and parents/carers to keep children safe online.

Appendix 1 Pupil Agreement

Ruardean Church of England Primary School Pupil Acceptable Use Agreement / E-safety Rules

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these E-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact your child's class teacher.

Pupil Acceptable Use Agreement / E-safety Rules:

- I will only use ICT in school for schoolwork or homework.
- I will not use my own personal email in school.
- I will only login using my class name.
- I will only open or delete my own files.
- I will only print once permission has been granted.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-safety.

We have discussed acceptable use and(child name) agrees to follow the E-safety rules and to support the safe use of ICT at Ruardean C of E Primary School.

Parent/ Carer Signature

Class Date

Reviewed: February 2025

Next Review: February 2027

(Copies to be sent to each pupils home, as well as prominently displayed by the computers in school).

Appendix 2 Staff Agreement

Acceptable Use Agreement: Staff, Governors and Visitors

Staff, Governor and Visitor

Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that staff, governors or visitors are aware of their professional responsibilities when using any form of ICT in school. Staff, governors or visitors are expected to sign this policy and at all times adhere to its contents. Any concerns or clarification should be discussed with the school E-safety coordinator.

- I will only use the school's computers for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will not use my mobile phone for personal use in the presence of pupils.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software onto school computers without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies in school can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

SignatureDate
Full Name(printed)
Job title

Reviewed: February 2025

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