Parents/ Carers agreement to pupil/ student – ICT Acceptable Use Policy (AUP)

The aim of an Acceptable Use Policy is to ensure that pupils/ students benefit from learning opportunities offered by the school's Internet/ On-line and Computing resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP (this document) is not adhered to this privilege may be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This policy includes the acceptable use of any ICT equipment which is sent home with the pupil/ student which remains the property of the school.

The School's Strategy

All schools in the Special Partnership Trust (ST) employs a number of strategies in order to maximise learning opportunities and reduce risks associated when using the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher
- Filtering software and/ or equivalent systems will be used and checked on a regular basis in order to minimise the risk of exposure to inappropriate material; any breaches will be fully investigated
- The school will regularly monitor pupil/ student Internet usage, noting any breaches to such use
- Students and teachers will be provided with training in the area of Internet/ On-line safety including the Prevent agenda; this will form part of the schools PSHE/ Relationships scheme of work
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of personal storage systems (USB memory sticks) or other digital storage media in school requires a teacher's permission
- Pupils/ students/ parents will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute or upset others
- Teachers will seek any additional advice/ guidance required from DNS Duchy Solutions/ SPT Communications manager on the Acceptable use of ICT if/ as required

Parents/Carers – ICT Acceptable Use Policy

World Wide Web

- Pupils/ students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils/ students will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils/ students will use the Internet for educational purposes only/ outlined via their personalised school offer
- Pupils/ students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Pupils/ students will never disclose or publicise personal information
- Downloading materials or images not relevant to their work, is in direct breach of the SPT Acceptable use policy

- Pupils/ students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons
- Pupils/ students will not access social networking sites on a school system or through any resources provided by the school – e.g. – lap top

Email

- Pupils/ students will use approved class email accounts under supervision by or permission from a teacher
- Pupils/ students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
- Pupils/ students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures/ photographs
- Pupils/ students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Pupils/ students will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils/ students are not allowed access to Internet Chat Sites
- Pupils/ students will only have access to chat rooms, discussion forums, messaging or other electronic communication mediums that have been approved by the school
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat will be strictly forbidden

School Website

- Pupils/ students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance to clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff and demonstrates compliance to the DfE statutory guidance
- Website using facilities such as guest-books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- Pupils/ students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils/ students will not be published on the school website without the parental permission. Video clips may be password protected
- Personal pupil/ student information including home address and contact details will be omitted from school web pages
- The school website will only publish the first name of individuals in a photograph (where permission has been granted)
- The school will ensure that the image files are appropriately named and will not use pupil/ students' names in image file names or ALT tags if published on the web
- Pupils/ students will continue to own the copyright on any work published

Personal Devices

- Pupils/ students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized

taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy
- All schools will adhere to the SPT mobile phone/ personal devices policy approved by Trustees
- Personal devices used for educational purposes such as communication aids may be used in school. Pupils/ students are not permitted to send and receive texts, make and receive phone calls or access social networking sites on these personal devices in school
- Pupils/ students can only use the camera on these devices to take photographs of pupils/ students who have parent/ carer permission and with supervision

Parents

- In order to keep all pupils/ students safe parents using video/ photographic devices in school performances etc may do so but for personal use only and are asked not to upload these to social networking sites or to share in the public domain
- The criteria for all aspects of this acceptable use policy applies to all school devices that are also used at home (communication aids etc)

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, exclusion or expulsion. All schools within the SPT reserves the right to report any illegal activities to the appropriate authorities.

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DOUBLETREES SCHOOL

Parents/Carers – ICT Acceptable Use Policy

Permission Form

Please review the attached Acceptable Use Policy, sign and return this permission form to the Head Teacher.

Name of Pupil/Student	

As the Parent/ Carer of the above pupil/ student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet & Computer Facilities.

I understand that Internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety, but the school cannot be held responsible if pupils do not adhere to the guidelines described in the AUP and subsequently access unsuitable websites.

I accept the above paragraph		**I do not accept the above paragraph**	

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph		**I do not accept the above paragraph**	

(Please tick as appropriate)

- If ever I withdraw my agreement; I will contact the school with immediate effect to enable the school to act in an informed way
- I acknowledge I am in receipt of school property and will ensure this property is used in accordance to issue at all times
- I will encourage my child to always look after this property and contact the school if this becomes damaged (the school cannot guarantee any damaged property will be replaced/ device re-issued)
- I will contact the school for any additional advice and guidance on the effective use of the equipment which has been issued to my child

I accept the above paragraph		**I do not accept the above paragraph**	

Signature:	**Date:**
Address	**Telephone**

Copy to be retained by the school – pupil record/ file