

St Katharine's Primary School



Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files without permission.
- I will only e-mail and open attachments from people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.
- The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. The South West Grid for Learning (SWGfL) monitors all Internet use and will notify the police and Local Authority if an illegal website is accessed.



Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of computing skills, St. Katharine's Primary School provides supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider, the South West Grid for Learning (SWGfL) operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely

St Katharine's Primary School



Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and follow these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Website. I also agree that images, sound files and video that include my son/daughter may be published subject to the school rules that this content will not clearly identify individuals and that full names will not be used.

Signed:

Date:



Student Bring Your Own Device Responsible User Policy

St Katharine's School recognises the important contribution and value technology can play in promoting students' learning and development, however, there are potential risks involved. We have a 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 is 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. Only approved user devices may connect to the school network by prior agreement.
2. A device must remain in your possession, should only be used by you and should be securely stored when not in use. St Katharine's Primary School can take no responsibility for loss or damage of personal devices brought into school.
3. Devices may be used for education related purposes at the discretion and under the supervision of the teacher or responsible adult.
4. If used to create or store personal information including images and videos of pupils, users must not share these images and videos with others or post them onto any social media platform.
5. Privately owned devices remain the responsibility of the owner and will not be covered under the school insurance policy.
6. 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.

Unacceptable use includes but is not limited to:

- Make, store, post, download, upload or pass on, material, remarks or images that may be offensive or upsetting to an individual or group;
- Make, store, post, download, upload or pass on images of individuals without their permission (or in the case of images of pupils, the permission of their parent or carer);
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from a teacher and parent or guardian;
- Using obscene language;
- Damaging or modifying computers, computer systems or computer networks: downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so;
- Violating copyright laws ;
- Sharing or using others' logons or passwords or other confidential information;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for non-academic, personal, commercial, political purposes, financial gain, or fraud;
- Attaching unauthorized equipment to the school network.

Approved Devices

Authorised by Date

Name

I/we have read this agreement and fully understand that I/we need to adhere to all elements

User signature

Date.....

Parent/Guardian signature

Date.....

Please notify the school of any changes or additions to this list of approved devices.

You are reminded that you are always subjected to the Data Protection Act 1998, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988.

Based on Wiltshire Model Policy



Pupil Use of an e-reader in school

The school recognises the value of technology in supporting learning and that e-readers are a modern part of reading, offering the same value as a printed book. Children are able bring their e-readers into school rather than a print book. However, the children remain responsible for e-reader and the school cannot be held responsible for any loss or damage.

Please sign below if you are in agreement with this and happy for your child to bring their e-reader into school.

Name of child _____

Description of device & serial number: _____

Signed _____ Date



Staff Laptop & iPad Acceptable Use Policy

A laptop and iPad is provided to each member of teaching staff for their use in carrying out their professional duties. These devices can be taken off site, connected to home wireless networks and can be used as personal devices subject to the following:

- All information contained on the devices, especially images, video and sensitive data such as assessment is subject to the data protection act.
- 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 and the consequences of any data loss.
- Insurance covers damage through accidental damage but not through misuse or where it has been damaged by a member of an employees family.
- Images taken at school of children, parents, work or staff will not be shared, including being shared via any social media platform.
- The devices may be subject to checks for compliance with school policies. Failure to comply or evidence of misuse will result in disciplinary action and could lead to a criminal prosecution.
- Staff iPads are configured, where requested, with personal iCloud accounts, therefore photo sharing and streaming should be disabled so that photos only exist on the school - device.

Signed _____

Date _____