



DERWENT VALE PRIMARY AND NURSERY SCHOOL

Policy: **ACCEPTABLE USE &
PERMISSIONS POLICY - STAFF &
GOVERNORS**

Adopted: **July 2018**

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Chair of Governors: **K Black**

Signed: _____

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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in "the site". It also applies to members of staff, volunteers, parents, carers, and others who access the internet in "the site".

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

"the site" will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases "the site" will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

This policy has been developed by a working group including: Head Teacher, Senior Leader, teachers, pupils, parents/carers and The Governing Body.

Should serious online safety incidents take place, the Head Teacher should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Computer Coordinator.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

This policy and its implementation will be reviewed annually by Derwent Vale.

Content Filtering

Content filtering is an essential and integrated element of the broadband service that is provided to schools the BT Lancashire and by CICT (Cumbria ICT). The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools.

Derwent Vale has chosen to implement the following level on content filtering on the Schools Broadband Network: *The level allows access to a wide range (i.e. millions) of educational and other websites including games and YouTube (staff only) but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.*

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to a member of staff.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff 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 will use the school's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Use of file sharing and torrent sites is not allowed.

Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission

Email and Messaging

The use of personal email accounts is not allowed at Derwent Vale for both pupils and staff.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication

Social Media

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Facebook), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in "the site":

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in "the site".
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff, pupils, parents and member of the community must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Derwent Vale's community

Staff, pupils, parents and member of the community must not discuss personal information about pupils, staff and other members of Derwent Vale Primary and Nursery School on social media.

Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff, pupils, parents and member of the community must not engage in activities involving social media which might bring Derwent Vale into disrepute.

Staff and pupils must not represent personal views relating to Derwent Vale on any social medium.

Personal Devices & Mobile Phones

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Derwent Vale and when children are off site:

If in the very rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school the parent must discuss the issue first with the head teacher. The phone must be handed in to the office, switched off, first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated. An adult must collect the confiscated phone.

Staff are **not** permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, PPA area.

It is also advised that staff security protect access to functions of their phone.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher/SLT aware of this and office staff will receive an emergency call for them.

Ideally recordings and photographs of pupils should be captured using school equipment such as cameras and ipads. Staff are advised not to use their own mobile phone, however this is not always practical.

If staff do use their own mobile phone to take photographs or recordings of pupils they must download them to the school server as soon as practically possible and then delete all images from their device.

Volunteers are not at any time permitted to use recording equipment to take recordings of children, or sharing images.

Staff should report any usage of mobile devices that causes them concern to the Headteacher/SLT.

Off Site

All staff are expected to carry their mobile phones whilst out of the school building to use in the case of an emergency.

Images & Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At "the site" pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.
- Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of "the site".
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Cyberbullying

"This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying.

Access to technology means that cyber-bullying can happen around the clock and the pupils home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school."

In accordance with the Anti-Bullying Procedures for Schools, Derwent Vale considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the

definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Measures are taken by "the site" to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Pupils will be given the opportunity to publish projects, artwork, photographs or school work on the internet in accordance with 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, privacy, or reputation of students or staff.

An appropriate teacher will coordinate the publication of pupil work.

- If an image of a member of Staff, Governors, Parents or pupil child is used, their name will not be published.
- Personal student information including home address and contact details will not be published on Derwent Vale web pages.

External Companies

We use a range of external companies to provide the school with a variety of services for example:

School meal providers, apps for assessing and sharing children learning, Safeguarding & School management information systems.

We have evidence that these companies used are GDPR compliant.

Derwent Vale Primary & Nursery School

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also sometimes send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. If an image of a child is used, the child's name will not be published. If a name is to be published, images will not be used without seeking specific consent.
3. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
4. The images we take will be of activities that show the school and children in a positive light.
5. We will only use images of pupils who are appropriately dressed.
6. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
7. We will only use group or class photographs or footage with very general labels e.g. 'science lesson'.
8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot fully guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.
9. Children are not allowed personal cameras/phones in school.

10. Parents and legal guardians must agree that any images taken during school activities will not be used inappropriately.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

REGULAR EDUCATIONAL/EXTERNAL VISITS

PARENT/CARER CONSENT/INDEMNITY

School/Establishment: Derwent Vale Primary & Nursery School

Class/Year Group:

Participant:

Date of Birth:

I hereby agree to my child participating in recognised activities off site, but only if the visit is within the County or neighbouring area, for example, local environmental studies, curricular swimming, joint sporting activities with other schools, church services etc.

I understand that:

- * I will be informed beforehand of the dates and nature of the activities and will have an opportunity to withdraw this general consent if I wish to do so
- * such activities will not often extend beyond the school day, but if they are likely to do so, adequate advance notice will be given so that I can decide whether or not to consent and make appropriate arrangements for his/her safe return home
- * my specific permission will be sought for any off-site activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- * all reasonable care will be taken of my child in respect of the activity/visit
- * my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal discipline during the visit/activity
- * any medical condition or physical disabilities will be notified to the school now and as and when they arise
- * all participants are covered by the County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in County premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

My child suffers from the following medical conditions which may need to be taken into account when he/she is participating in a regular external visit:

PLEASE RETURN THIS SIGNED FORM TO THE OFFICE.

Permission Form - Staff/Governors

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Name of Staff member

Signature

Date: _____

As the parent or legal guardian of the above 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. I understand that Internet access is intended for educational purposes. 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 students access unsuitable websites.

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 students' work on the school website.

Signature: _____ Date: _____

Please note: This form is valid for the period of time you are employed by this school. Please write to the school if you wish to withdraw consent at any time or if have any concerns or queries.

I have read and understood the information above
relating to Image Consent & Regular
Educational/External Visits

Tick the correct box:

I give permission for my child's images to be taken and used within school, in publicity materials for the school, in all media and school website.

I DO NOT give permission for my child's images to be taken and used within school, in publicity materials for the school, in all media and school website.

Signed (parent/carer): Date:

Print Name:

Relationship to Young Person:

Address:

Tel: Mobile:

Please note: This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time or if have any concerns or queries.

PLEASE RETURN THIS SIGNED FORM TO THE OFFICE.