

The Federation of Abbey Infant and Abbey Junior Schools

Acceptable Use Policy

Abbey Junior School recognises that I.C.T. plays a major role in enhancing and developing personal skills and qualities and has become an integral part of life in the 21st. century. Pupils have a right to have their learning experiences enriched and enlivened by the application of I.C.T. in all areas of the curriculum.

To ensure the safety of the children whilst using the ICT equipment within school it is vital that they are responsible for good behaviour just as they are in the classrooms and playground. General school rules apply. The use of the equipment and Internet is provided for pupils to conduct research and back-up their work. Access is a privilege not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed.

Listed below are the terms of our schools Acceptable Use Policy. All pupils are expected to use the ICT facilities in accordance with these terms. Please read this document carefully, sign and date it in order to indicate your acceptance. The children will also be expected to sign to show that they understand and accept the terms within it.

Equipment

Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.

Printers

Printers are available in school for use by pupils. It is important that children learn how to select the right printer, press the print key once and be patient.

Internet and Email

Content Filtering and use of the Internet

Abbey Junior School uses Sandwell Broadband as its Internet provider. This service provides an Internet filtering system, designed to remove controversial, offensive or illegal material that would cause your child to be upset.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

Email

As part of the ICT learning children will have access to Sandwell Learning Gateway. This is a secure site that allows staff and children to save and share the work they have completed in school. As part of the Gateway all children will be given email addresses. These should only be used in relation to schoolwork and should not be treated as personal email addresses.

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

OpenHive Learning Gateway

Use of this service should only be in accordance with instructions from the class teacher and in accordance with the following guidelines:

OpenHive Learning Gateway is provided for use of Abbey Junior School staff, pupils and parents only. Access by any other party is strictly prohibited.

To login to the Gateway a username and password is required. These passwords should never be shared with anyone and attempts to access

the service using another person's login details are strictly forbidden.

Mobile technologies

For reasons of safety and security your child should not have a mobile phone in school. If a child does bring a phone then it is their responsibility. When using mobiles or any other technology outside school it should be done in such a way that the reputation of the school is maintained and the welfare of other pupils or adults that work within the school is protected. This includes misuse of sites such as MSN, which have the potential to be used with negative effect and could be construed as e-bullying.

Sanctions

Failure to follow guidelines or sending inappropriate material via email or mobile phone will result in parents being informed. This may subsequently result in a temporary or permanent loss of privileges to access Internet and computer use. This policy is also supported by our Behaviour and Discipline Policy.

Internet Acceptable Consent

I have read this Internet Acceptable Use Policy and I have discussed this with my child.

I agree for my child to use the Internet and email in accordance with the school guidelines.

Childs Name _____

Class _____

Signed _____

Parent / Carer

Signed _____

Pupil

Date: _____

Please return this slip to school by Friday 14th September 2012

Failure to sign this policy will result in your child not being able to use the ICT equipment or Internet within school.