Enfield Academy of New Waltham

Acceptable Use Policy for Pupils

Introduction

Safeguarding children is everybody's responsibility. In order to keep children safe while accessing technology, both at home and at school, pupils, staff and visitors at our school are expected to adhere to our acceptable use policy.

Please read the guidance below about what would happen if any rules were broken.

Please read the **15 rules for responsible ICT use** with your child, ensuring that each rule is understood. The teacher has read through the rules with the children before they signed the agreement.

Please sign, date and return the form to school within one week.
If you require any further information about e-safety, please contact school and / or visit our web-site where our e-safety policy can be found.

School guidance: What we will do if:-

An inappropriate website* is accessed unintentionally by a child or member of staff.
1. Play the situation down; don't make it into a drama.
2. Report to the head teacher/child protection leader and decide whether to inform parents of any children who viewed the site.
3. Inform the school technicians / service providers and ensure the site is filtered

An inappropriate website* is accessed intentionally by a child.
1. Refer to the acceptable use policy that was signed by the child, and apply agreed sanctions.
2. Notify the parents of the child.
3. Inform the school service providers and ensure the site is filtered if need be.

A bullying incident directed at a child occurs through email, online sites, mobile phone technology, either inside or outside of school time.
1. Advise the child not to respond to the message.
2. Refer to relevant LSCB policies and procedures including what to do if you
are worried, e-safety, anti-bullying and PHSE and apply appropriate sanctions.
3. Secure and preserve any evidence.
4. Inform the sender's e-mail / online service provider.
5. Notify parents of the children involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.

Malicious or threatening comments are posted on an Internet site / social media site about a pupil or member of staff.
1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve any evidence.

3. Send all the evidence to CEOP at ww.ceop.gov.uk/contact_us.html and inform the local Police where necessary
4. Endeavour to trace the origin and inform police as appropriate.

We are concerned that a child's safety is at risk because we suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child
1. Report to and discuss with the named child protection officer (Mrs Scott) in school and contact parents.
2. Advise the child on how to terminate the communication and save all evidence.
3. Contact CEOP http://www.ceop.gov.uk/
4. Consider the involvement of the police and social services.
5. Consider delivering a parent workshop for the school community.
All of the above incidences must be reported immediately to the Principal and e-safety officer, Mrs Johnson.

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.

How will infringements be handled?
Whenever a student or staff member infringes the e-Safety Policy, the final decision on the level of sanction will be at the discretion of the school management, depending on the classification (high or low severity). If necessary, the NEL Safeguarding Team will be informed.

15 rules for responsible ICT use (Home Copy)
These rules will keep everyone safe and help us to be fair to others.
☐ I will only use the school's computers / technology for schoolwork and homework.
☐ I will not bring a mobile phone / mobile technology into the school without permission**.
☐ I will only delete my own files.
☐ I will not look at other people's files without their permission.
☐ I will keep my login and password secret.
☐ I will not bring files into school without permission.
☐ I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
☐ I will only e-mail people I know, or my teacher has approved.
☐ The messages I send, or information I upload, will always be polite and sensible including text messages.
☐ I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
☐ I will not give my name, home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends. **NEVER upload / share images of another person – you do NOT have theirs or their parents' permission. Sending certain types of images below 18 years is illegal.**
☐ I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian has given me permission and I take a responsible adult with me.
☐ If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
☐ If I am unsure or concerned at any time I must tell a teacher / responsible adult.
☐ I will not use technology to bring the school or someone else into disrepute.

Please keep this part for your reference at home. If you have any questions, please contact school.

*The Trust periodically upgrades the school's security filters – this should be a RARE instance
** Permission will ONLY be granted for exceptional circumstances

Keeping safe: stop, think, before you click!

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☐ If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
☐ If I am unsure or concerned at any time about myself or another pupil, I must tell a teacher / responsible adult.
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Pupil name: _____

I have read the school 'rules for responsible ICT use'.
My teacher / parent has explained them to me.
I understand these rules are there to help keep me safe, and my friends and family safe.
I agree to follow the rules.
This means I will use the computers, I-pads, Internet, e-mail, online communities, digital cameras, video / DVD recorders, and any other ICT in a safe and responsible way.
I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent / carer.

Pupil's signature: _____

As the parent/guardian of the above pupil, I have read and understood the responsibilities of my child when using school ICT facilities, and understand that this is to keep him/her safe – both at home and when in school.

Parent/Carer signature: _____ **Date** _____

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