



Acceptable Use Policy for Students

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Head teacher	Mr Christopher Harrison	Signed:		Date:	20/06/2022
Chair of Governors	Mrs Margaret Beagle	Signed:		Date:	20/06/2022

Policy Review

Date:	Notes:
06.22	Introduction of Student Specific Policy



Introduction

Most of us use digital technologies every day, both within and outside school. These technologies can help your education and development by promoting creativity, curiosity, and an engagement with the wider world. With an awareness of the risks involved, you should have safe access to these digital technologies and the opportunities they provide.

In May 2018 the General Data Protection Regulation (now the UK GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of Grove Road Community Primary School's programme to comply with this legislation and meet data protection best practice, we introduced a suite of Information Governance policies.

Scope

This Acceptable Use Policy outlines what is expected of students when using the school's network and related technologies in order to maintain the safety and security of the systems and other users.

This applies to the school's computers, devices such as laptops and tablets, personal devices such as mobile phones, and any activity that makes use of computer networks, such as the school's Wi-Fi.

Using computer accounts and the internet

The school provides you with an email account and use of the internet for educational purposes.

Personal use

Whilst these should primarily be used for educational purposes, you may use them in a personal capacity so long as:

- Using your email account and internet for personal use does not negatively impact the learning environment for other students and teaching staff,
- Using them does not damage the reputation of the school,
- You understand that the school has access to your email account and internet browsers, including your emails and browsing history.

Inappropriate use

The school does not permit you to send emails or use the internet in any way that could be insulting, disruptive, or offensive to someone else. Material not allowed includes, but is not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files;
- Profanity, obscenity, slander or libel;
- Ethnic, religious or racial slurs;
- Any content that could be seen as bullying or belittling of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

You are also not permitted to use the internet in a way which could affect usage for others. This means not downloading software, streaming or downloading media files such as music or films, and not using the internet for playing online games.



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You must also be aware of copyright restrictions when using the internet. You are not permitted to use materials in ways that would infringe intellectual property laws, including copyright. This means you should be careful when reusing online materials and content.

Online security

You will take care to use your accounts with information security in mind. In particular, you will:

- Not click on links from un-trusted or unverified sources in emails or on web pages;
- Keep your passwords unique, private and not share these with others;
- Log out when you are finished or lock your account when away from the computer;
- Not sign up to marketing material that could jeopardise the school's IT network;
- Not send excessively large files without authorisation from a member of staff.

Social media use

Using social media during school is not permitted.

You are not permitted to upload any content to social media of yourself, other students or staff taken on the school property or site, during school trips, or in school uniform.

Remote learning and remote access

If the school uses remote learning, you may be engaging in more online activities than usual and provided with accounts for more services.

All of the expectations above apply when you are accessing your school accounts from home, such as when completing home learning or in the event of remote classrooms. When learning from home, you should also consider:

- Not leaving drinks or food near your school work, computer or devices – if it spills it could destroy your work or equipment;
- Only using appropriate methods to contact teachers, such as using your and their designated school email accounts;
- Remember that the school's behaviour policy and classroom expectations still apply to 'virtual' classrooms.

Safe use of online services

In addition to the safe applications provided by the school for your educational use, students should take care when using online services independently. Some online services are paid for and others are free at the point of use, but are funded by advertisements. These are used at the individual request and risk of the user.

Online services may include:

- Apps,
- Games,
- Social media,
- Streaming services,
- Anything that offers goods and services.

Students are strictly prohibited from accessing gambling sites or apps during school.



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When using the internet, both within and outside school, students should be particularly mindful of protecting their personal information and safety. Before using any online service, students should consider whether the service:

- Is age appropriate;
- Uses child-friendly language and methods of communication;
- Has high privacy settings in place by default, e.g. private rather than public profiles;
- Has privacy and safety options such as blocking and reporting;
- Allows you to set the user age;
- Has location tracking switched off by default.

Using age appropriate services will help protect and promote your best interests.

Consequences of inappropriate use

Inappropriate use may result in sanctions in line with the school's behaviour policy. If you misuse the computer network and related devices, the school may:

- Remove your access to the internet or network account;
- Temporarily ban you from using school equipment;
- Confiscate your personal device(s);
- Contact your parents;
- Take further action in accordance with school's behaviour policy, as appropriate.

Changes to this policy

We reserve the right to change this policy at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.