

**GREAT OAKS SMALL SCHOOL**

SAFEGUARDING COMMUNITIES   EMBRACING DIFFERENCE   UNLOCKING POTENTIAL

(SAFEGUARDING & DATA PROTECTION)

# ACCEPTABLE USE POLICY FOR STUDENTS 2.0

---

**HEAD TEACHER:** JULIE KELLY

**CHAIR OF TRUSTEES:** CLIVE BEST

Date Agreed: April 2019

Date of Next Review: April 2020

# ACCEPTABLE USE POLICY FOR STUDENTS 2.0

---

At Great Oaks Small School we want to ensure that all members of our community are safe and responsible users of technology.

## **Acceptable Use Policy for Students**

We will support our learners to:

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

Students, please read and ensure that you understand the following statements. If you need support in understanding what is being asked of you, please ask a member of staff or your parent/carer to help you.

## **KS3 (Yr 7, 8 and 9)**

### **Safe**

- I only send messages which are polite and friendly
- I will only take photos or videos at school or on school visits or trips if a member of staff has given me permission and only on a school camera/device
- I will only post pictures or videos on the internet if they are appropriate and if I have permission from a member of staff.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will not reply and will immediately tell a member of staff

### **Trust**

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

### **Responsible**

- I always ask permission from an adult before using the internet

## ACCEPTABLE USE POLICY FOR STUDENTS 2.0

---

- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I must not use my own personal devices unless I have been given permission from the Head Teacher.
- I am not allowed to use my mobile phone in school and must hand my mobile phone into the SENCo office when I arrive at school and collect it when I am leaving school.
- I will not connect any personal equipment, including memory or data sticks, to the school's computer or ICT systems
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a member of staff has allowed me to

### **Understand**

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers and school staff
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online
- I will be spoken to by a member of staff who will help me to follow the school rules
- A member of staff will help me to understand the importance of following school rules so that I can stay safe

### **Tell**

- If I am aware of anyone being unsafe with technology, I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell a member of staff straight away

## ACCEPTABLE USE POLICY FOR STUDENTS 2.0

---

### **KS4 & KS5 (Yr 10, 11, 12 and above)**

- I know that school computers and internet access have been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I know that my use of school computers/devices and internet access will be monitored
- I will keep my password safe and private as my privacy, school work and safety must be protected
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only use social media sites with permission from a member of staff and at the times that are allowed - see Online Safety (including Social Media) policy
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- I will protect my personal information online
- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online if I have permission from a member of staff
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I will only use my personal device/mobile phone in school if I have permission from a teacher. (NB 6<sup>th</sup> Form students will place their phone in the appropriate box in the VI Form area at Discovery Park at the commencement of lessons. Their mobiles phone can be used at break and lunch times, as appropriate and with the permission of the Head Teacher).

## ACCEPTABLE USE POLICY FOR STUDENTS 2.0

---

- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I will only change the settings on the computer if a member of staff has allowed me to
- I know that use of the schools' ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then I will be spoken to by a member of staff who will help me to follow the school rules
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online
- I have read and talked about these rules with my parent(s)/carer(s)

<b>Designated/Responsible Staff Identified</b>

Other Related Policies	Date	Supporting Documents	Date
Online Safety (including Social Media) policy		<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>	
Behaviour Policy for Students		<a href="http://www.childnet.com">www.childnet.com</a>	

Version Number	Purpose/Change	Author	Date Changed	Review Date
2.0	Review & updated	JUDICIUM KELSI Rebecca Taylor	April 2019	April 2020