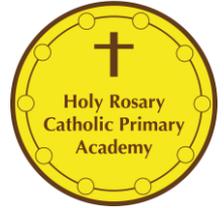


# Holy Rosary Catholic Primary Academy



## Acceptable Use Policy (AUP) and guidelines

To successfully promote Digital Safeguarding at Holy Rosary Catholic Primary Academy, a set of acceptable use policies (AUPs), which complement both school's Safeguarding and Digital Safeguarding policy, are in place. These guidelines act as teaching aids for pupils and staff alike.

This policy includes the following categories:

- 1. AUP guidelines for children and parents**
- 2. AUP guidelines for school workforce**
- 3. AUP guidelines for school's Academy Committee**

All relevant people need to be made aware of these guidelines.



## Holy Rosary Catholic Primary Academy

### Acceptable Use Policy (AUP): Notes for children and parents

When I am using the computer or other technologies, I want to feel safe all the time.

#### I agree that I will:

- ✓ I will ask permission from a member of staff before using the Internet.
- ✓ I will only visit appropriate websites on the agreed school wireless broadband while in school.
- ✓ I will use only my own User area and password, which I will always keep secret.
- ✓ I will only use the computers for schoolwork and homework.
- ✓ I will not bring or use memory sticks from home.
- ✓ I will only message people within the Learning Platform.
- ✓ The messages I send will be polite, respectful and sensible.
- ✓ I will not give my personal details (such as my home address or phone number), or arrange to meet anyone over the Internet.
- ✓ To help protect other pupils and myself, I will tell a teacher immediately if I see anything I am unhappy with or I receive messages that make me feel uncomfortable or scared. I will not reply to nasty messages.
- ✓ I will tell my teacher if I come across any inappropriate chat rooms or social networking sites.
- ✓ I understand that the school will check my computer files and will monitor the Internet sites I visit.
- ✓ I will only upload photos or documents that I am asked to by my teacher.

#### I understand:

- Using computers safely can make everyone's learning more enjoyable
- Anything I do on the computer may be seen by someone else
- Anything I put on the Learning Platform will have my name next to it
- Most social networking sites have a minimum joining age and it is a criminal offence to give false information e.g. lie about my age or gender
- Not everyone on line is who they say they are
- Once I post a message, picture or any other item on the Internet then it is completely out of my control.
- Anything I write or say on any website that I visit may be being viewed by a responsible adult

**Name** ..... **Date** ..... (child)

**Name** ..... **Date** ..... (parent)



## Holy Rosary Catholic Primary Academy

### Acceptable Use Policy (AUP): Notes for school workforce

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users while supporting learning.

#### I agree that I will:

- only use personal data securely (USB memory devices will be password encrypted)
- implement the schools E-learning and Digital Safeguarding policies
- educate pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- educate pupils in the recognition of bias, unreliability and validity of sources
- actively educate learners to respect copyright law
- only use approved e-mail accounts in school (i.e. supplied through the Learning Platform)
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified
- only give access to appropriate users when working with blogs or wikis etc...
- set **strong** passwords – a strong password is one which uses a combination of letters, numbers and other permitted signs
- report unsuitable content or activities to the Digital Safeguarding Coordinator
- ensure that videoconferencing is supervised appropriately for the learner's age
- read and sign the acceptable use policy (AUP)
- pass on any examples of Internet misuse to a senior member of staff
- post any supplied Digital Safeguarding guidance appropriately
- think carefully about what is stored on my laptop and make efforts to store sensitive data on the school server or private area on the Learning Platform
- follow the school guidelines on the use of social networking sites

I agree that I will not visit Internet sites or make, post, download, upload or pass on: material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- breach any Local Authority/School policies, e.g. gambling, social networking websites
- do anything which exposes children to danger
- any other information which may be offensive to colleagues
- forward chain letters
- breach copyright law
- opening e-mails or messages from unknown sources

I accept that my use of the school and its ICT facilities may be monitored and the outcomes of the monitoring may be used.

**Name** ..... **Date** .....



## Holy Rosary Catholic Primary Academy

### Acceptable Use Policy (AUP): Notes for the Academy Committee

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to support learning without creating unnecessary risk to users.

#### The Academy Committee will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed a Digital Safeguarding Coordinator and a named Academy Committee representative takes responsibility for Digital Safeguarding
- a Digital Safeguarding Policy has been written by the school, building on Wolverhampton's LA Digital Safeguarding Policy and BECTA guidance
- the Digital Safeguarding Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring by the school's broadband provider
- copyright law is understood and not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy (AUP)
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the Digital Safeguarding policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by the Executive Head Teacher

Name ..... Date .....