

Llansanffraid Church in Wales Primary School

ACCEPTABLE USE POLICY

Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet and email use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering systems are used by our Internet Service Provider, (Powys County Council), in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all machines and is updated and checked automatically on a daily basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will **NEVER** disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- School staff and pupils will use approved email accounts. E.mail is only available for pupils at KS2. Accounts can only be used in school and staff have total access to all accounts
- School staff and pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- No staff or children have access to internet chat rooms in school. Such sites cannot be accessed.

School Website

- Pupils' work may appear in an educational context on our school website pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the surnames of any pupils.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils are prohibited from bringing personal devices into school.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.