Abbott Community Primary School

"Aiming high to achieve success!"

Pupil & Parent Acceptable Usage Policy

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1. INTRODUCTION

1.1. ICT is an integral part of the way our school works, and is a critical resource for pupils and parents. It supports teaching and learning, and pastoral functions of the school.

1.2. However, the ICT resources and facilities our school uses can pose risks to data protection, online safety and safeguarding.

1.3. This policy aims to:
- **1.3.1.** Set guidelines and rules on the use of school ICT resources for pupils and parents
- **1.3.2.** Establish clear expectations for the way all members of the school community engage with each other online
- **1.3.3.** Support the school's policy on data protection, online safety and safeguarding
- **1.3.4.** Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- **1.3.5.** Support the school in teaching pupils safe and effective internet and ICT use.

2. ACCESS TO ICT FACILITIES

2.1. Pupils have access to laptops and IPads in school, but only under the supervision of staff during lessons or other directed periods within the school day.

2.2. Pupils will be provided with accounts linked to the school's virtual learning environment, which they can access from any device by visiting the school website: www.abbott.manchester.sch.uk

2.3. Pupils will also be provided with accounts to access programmes as part of our blended learning approach. These include Lexia, Purple Mash, Go Bubble and Times Table Rockstars.

2.4. Identified pupils will be provided with school laptops, as required, in order to access remote learning. These remain the property of the school.

3. REMOTE LEARNING

3.1. We will be providing online teaching through 'ZOOM' meetings. These meetings will be scheduled in advance and a timetable of learning will be provided as and when needed.

- **3.1.1.** You do not need a Zoom account, and will not need to sign into the Zoom app. Children will access meetings as participants only, through invitation.

3.2. All pupils have a secure school Gmail account school, in order to receive zoom invites and communicate with their class teacher.

- **3.2.1.** Details of their email account should not be shared with anyone and are for use by the pupil and staff only.

3.3. Class teachers will send all invitations to children's email addresses only. The invitation will provide a link to follow and a password. Clicking the link will take children to the zoom meeting.

3.4. Remote learning will be comprised of small group direct teaching, and also independent work.

3.5. Children will be expected to email class teachers evidence of work completed during sessions, or respond through other feedback tools.

3.6. It is expected that parents will support pupils in accessing emails and invitations. However, we ask that all parents leave pupils to participate in the lesson independently and do not become involved in the lesson.

3.7. Safeguarding

3.7.1. In order to safeguard pupils and themselves, staff will ensure the following:

- Teachers have the highest level of privacy settings available applied to their zoom accounts
- We do not record any of our zoom lessons and the teacher (as host) resumes full control of the lesson, including sharing their screen
- Children cannot enter a zoom lesson without being accepted in by the teacher
- The teacher has control to 'mute' all the children without them being able to unmute themselves
- The teacher can remotely remove a child/pupil from a live lesson, if there is inappropriate behaviour
- Only the teacher can share their screen
- All lessons have encrypted invites, unique meeting IDs as well as secure passwords
- No file sharing is permitted
- All children are 'muted' on entry into the zoom lesson with only the mic enabled for the teacher and teaching assistant, until the lesson has been introduced, then the children will have their mic enabled too.

3.7.2. Parents/carers and pupils also need to ensure the safe and appropriate use of zoom during lessons. We expect that:

- Pupils should be suitably dressed at all times – not pyjamas
- Pupils should ideally be situated in an area of the house where they can concentrate with little distraction (No TV/Games Consoles/Music) but be in ear-shot of a parent/carer
- Parents/carers should be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear - foul language is strictly forbidden and could result in your child being removed from the live lesson
- Pupils should follow the same behaviour expectations as are in place in school lessons.

3.7.3. School emails and zoom meetings will be monitored by teachers and Senior Leaders, to ensure the safety of all involved.

3.7.4. Search and deletion. Under the Education Act 2011, and in line with the Department for Education's guidance on searching, screening and confiscation, the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

3.7.5. The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

3.7.6. School email addresses must be used for remote learning only and not for any other personal use.

4. UNACCEPTABLE USE

4.1. Unacceptable use also applies to parents/carers and pupils. The school will sanction pupils, in line with the Behaviour policy, if they engage in any of the following at any time (even if they are not on school premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language

5. COMMUNICATION

5.1. We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online. Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

5.2. Where education is now having to take place remotely, it is important for teachers, parents and pupils to maintain professional practice as much as possible.

5.3. When communicating online with parents and pupils, schools will:
- communicate within school hours as much as possible (unless urgent information needs to be shared)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers not to share personal information

5.4. Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels:

- Our official Facebook page
- Email/text groups for parents (for school announcements and information)
- Our virtual learning platform, via the school website

6. ACCEPTABLE USE AGREEMENTS

6.1. Parents are expected to have read this policy and will agree to support the school in ensuring acceptable and safe online usage.

6.2. Parents and pupils must sign and return to school, the acceptable use agreements. This will be securely kept for school records for the duration of your child's time at our school.

Parent Acceptable Use Agreement

Name of both parent/carers:	
Name of child:	

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils.
- I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

- **I agree to uphold these principles in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.**

- **I agree to support and uphold acceptable use principles in relation to my child and their use of technology and the Internet, at home and at school.**

Signed:	

Pupil Acceptable Use Agreement

Name of child:	

When using technology in School:

- I will only use the school Internet and network for my school work or when a teacher has given permission.
- I will not try and bypass the schools Internet settings.
- I will not look at, change or delete other people's work or files.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.
- I will be sensible when using mobile technologies and follow the rules about moving about the school when using them.
- I will follow the rules about bringing my own personal device into school e.g. smartphone and/or smartwatch.

Security

- I will not upload or download any pictures, writing or movies, which might upset people or make other people think the school is a bad place.
- I will not try to install software onto the school network because it might have a virus on and cause a lot of damage. Instead, I will ask a teacher for advice.

Online Behaviour & Safety

- I will not give out my personal details, such as my name, address, school or phone number on the Internet or when registering for a software app.
- I will not meet people I have met on the Internet unless I have told my parents and they come with me.
- I will make sure all my contact with other people at school is responsible. I will not cyber bully pupils, teachers or other members of staff.
- I will not look for or look at unpleasant or inappropriate web sites or software apps. I will check with a teacher if I think it might be unsuitable.
- I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- I understand that the school will check the websites I visit and how I use the school's computers and equipment.

- **I will follow these rules all the time because I know they are designed to keep me safe.**
- **I will tell a teacher or a member of staff immediately, if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.**
- **I will always be responsible when I use the school's ICT systems and internet.**
- **I understand that the school can discipline me if I do certain unacceptable things online, even if I am not in school when I do them.**

Signed:	

Pupil Acceptable Use Agreement

My Name: _____