

Ysgol Gynradd Dafen Primary School



Polisi Defnydd Derbyniol / Acceptable Use Policy

This policy shows due regard to the United Nations Convention on the Rights of the Child. Articles: 16 – Privacy; 17 – Access information; 28 – Access to education and 29 – Aims of education.

Introduction

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools which open up new opportunities for everyone. They can encourage discussion, promote creativity and stimulate awareness of context to promote effective learning. All children should have the right to safe internet access at all times. They need to be aware of the range of risks associated with the use of these Internet technologies.

At Dafen Primary School, we understand the responsibility to educate our pupils on E-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies in and beyond the context of the classroom.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Aims and Objectives

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;

- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- That staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Teachers and Support Staff

Teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of current school e-safety policy and practices;
- They have read and understood the ICT policy;
- They report any suspected misuse or problem to a member of SLT or subject co-ordinator;
- Digital communications with pupils are only on a professional level and carried out using official school systems e.g J2e, Google Classroom etc.;
- It is understood that social media can play an important part in communication between the school and pupils, parents/carers; however, there is also a need to ensure it is used in an appropriate and safe way;
- E-safety issues are embedded in all aspects of the curriculum and other school activities;
- Pupils understand and follow the school's e-safety and Acceptable Use Policy;
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- They monitor ICT activity in lessons, extra-curricular and extended school activities;
- In lessons where internet use is pre-planned, pupils should be guided to sites that are checked as suitable for their use and that processes are in place to deal with any unsuitable material that is found in internet searches.

Parents and Carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. Dafen School will therefore take every opportunity to help parents/carers understand these issues through communications and the school website.

Parents and carers will be responsible for:

- Endorsing the school policy;
- Accessing the school website in accordance with the relevant Acceptable Use Policy.

Acceptable Use Policy Agreement – Pupil/Parent

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that Dafen School will monitor my use of the systems, devices and digital communications;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will be aware of "stranger danger" when I am communicating on-line;
- I will not disclose or share personal information about myself or others when on-line. This could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc;
- I will not I arrange to meet people off-line that I have communicated with on-line without parental knowledge;
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Dafen School systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission;
- I will not use the school systems or devices for on-line gaming or video broadcasting (eg YouTube), unless I have permission from a member of staff to do so.

I will act as I expect others to act toward me:

- I will be polite and responsible when I communicate with others - I will not use unkind or inappropriate language;
- I will not take images of anyone without their permission;
- I will immediately report any damage or faults involving equipment or software;

United Nations Convention of the Rights of the Child

In relation to the UNICEF UNCRC this policy adheres to the following articles:

Article 16 A Child's right to privacy. Every child has the right to privacy. The law must protect children's privacy, family, home, communication and reputation.

Article 17 A Child's right to access information. Children have the right to get information from the internet, radio, television, newspapers, books and other sources. Adults should make sure the information they are getting is not harmful. Governments should encourage the media to share information from lots of different sources, in languages that all children can understand.

Article 28 A Child's right to Education. Every child has the right to education. Children should be encouraged to go to school to the highest level possible. Discipline in schools should respect children's rights and never use violence.

Article 29 Aims of Education. Children's education should help them fully develop their personalities, talents and abilities. It should teach them to understand their own rights, and to respect other people's rights, cultures and differences. It should help them to live peacefully and protect the environment.

I understand that I am responsible for my actions both in and out of school.

I have read and understand the above, and agree to follow these guidelines when:

- *I use the school systems and devices (both in and out of school);*
- *I use my own equipment out of the school in a way that is related to me being a member of Dafen School e.g. communicating with other pupils, accessing school email, Google Classroom, J2e etc.*

Name of Pupil

Year Group

Signed

Date

Parent / Carer Countersignature

Name of Parent / Carer

Name of Pupil

Signed

Date

