



Online Safety



The school provides computers for use by pupils, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support learning. The computers and IT equipment are provided and maintained for the benefit of all pupils and you are encouraged to use and enjoy these resources and help to ensure they remain available to all.

Pupils are responsible for good behaviour with the resources and on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Any monitoring of pupil activity is to ensure compliance with this policy and to ensure the e-safety of all pupils.

The processing or collecting of any data is covered in the Privacy Notices and Data Protection Policy found [on our website](#) (follow the link to 'privacy policy' at the bottom of any web page).



We will support pupils to learn about online safety, but ask families to confirm they have received the following online safety guidance for pupils.

Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I know that my use of school computers, devices and internet access will be monitored and filtered to protect me and I will comply with the schools acceptable use policy.
- I am aware that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts.



Private

- I will keep my passwords private.
- I will never use someone else's logon name or password to access any school systems or services.
- I will always ensure I have completely logged out of a PC before leaving it unattended.
- I will think before I share personal information and/or seek advice from an adult.
- I will not share other people's personal data without their permission.

Kind

- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not 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 always think before I upload text, photos or videos as content can become public and impossible to delete.
- I will not use technology to disrupt or be unkind to people.

Legal

- I know it can be a criminal offence to access other people's accounts or send threatening and offensive messages.
- 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 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.



Report

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens either to me or another student which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- If IT equipment has been damaged or is faulty I will report this to a member of staff.

Sanctions

- If I do not follow these principles of acceptable use, then:
- I understand access to school IT systems, including email, may be withdrawn.
- I understand the school may issue further sanctions in line with the school behaviour policy.
- I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them.

Links



You think you know



Childnet



Childline



My Responsibilities

For Academy equipment

- I will not attempt to install any software or hardware on School PCs or infrastructure.
- I will only change the settings on the computer if a member of staff has allowed me to.
- I will only use my personal device/mobile phone in school if I have permission from a member of staff.
- I will not eat or drink whilst using IT equipment.
- I will not use a staff member's computer including the any attached equipment unless I have explicit permission to do so.
- I will not misuse my printing privileges and will only print school related work documents.

For data and internet access

- I will not access or change other people's files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will always check that any information I use online is reliable and accurate.
- I know that school computers and internet access has 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 then I will ask a member of staff.
- I know that using the school's ICT systems for personal purposes or gain 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



For email

- 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 and appreciate that other users might have different views from my own.
- I understand that the use of strong language, swearing or aggressive behaviour and sending of inappropriate content is not tolerated.
- I understand that I should only open attachments on emails if they come from someone I already know and trust. Attachments can contain viruses or other programs that could damage files and software on my computer.
- I understand that if I receive an email containing material of a violent, dangerous, racist, or inappropriate content I will always report such messages to a member of staff.
- I understand that bulk emailing or spamming is not permitted, I will ask a member of staff if emails to groups of students or staff are required.

