

## Acceptable Use Policy

### ICT Resources

This policy aims to set guidelines and rules on the use of school ICT resources for our staff, pupils, school governors and visitors to the school. This Acceptable use policy should be read in relation to the school's Online Safety Policy and Safeguarding Policy and relates to other policies including Anti-Bullying and the school's complaints procedures.

The purpose of Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. However, using ICT resources and facilities also poses risks to data protection, online safety and safeguarding so it is important that there are clear expectations in how staff and pupils engage with technology.

Access to the Internet and use of technology such as cameras are necessary tools for staff and an entitlement for pupil's who show a responsible and mature approach. It is our aim to have a clear policy on the acceptable use of mobile phones, ICT resources and equipment such as cameras that is understood and adhered to by all parties concerned without exception.

- The computer system is owned by the school and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration, and management.
- The school's Internet Acceptable use policy has been drawn up to protect all parties - the pupils, the staff, and the school.
- All Internet activity should be appropriate to staff professional activity or the pupil's education.
- Personal details should remain private and should not be made available to other using the Internet.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.
- Users are responsible for all E-mails sent and for contacts made that may result in E-mail being received.
- Use for personal financial gain, gambling, political purposes, or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist, or offensive material is forbidden.

## Mobile Phones

The Llewellyn School allows staff to bring in personal mobile telephones and devices into the school, however these are kept in staff lockers, unless prior arrangement is made with a member of the SLT or School leader for personal reasons. Each classroom has their own mobile phone.

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left on silent or switched off and left with their personal belongings throughout contact time with pupils.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- The phone numbers of each class mobiles and the reception phone and mobile should be given to all people likely to need a staff member during school time.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the School Leader, Deputy Manager or Business Manager.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the School Leader
- Concerns will be taken seriously, logged, and investigated appropriately.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

## Photographs

- Photographs taken for the purpose of recording a pupil or group of pupils participating in activities or celebrating their successes should be only taken on the school mobile provided for the purpose.
- It is essential that photographs are taken and stored appropriately to safeguard the pupils in our care.
- Images taken on this mobile must be deemed suitable without putting the pupil in any compromising positions that could cause embarrassment or distress. All staff are responsible for the security of the mobile.
- Images taken and stored on the mobile must be downloaded as soon as possible and then deleted off
- the mobile device.

Failure to comply with these rules will result in one or more of the following:

(a) Appropriate sanctions and restrictions placed on access to school facilities to be decided by the School Leader in accordance with the school's disciplinary procedures.

(b) Any other action decided by the School Leader and School Governor of The Llewellyn School including policy involvement.

Further support can be found in Appendix A

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	30/05/2022

Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	01/06/2022

Policy Ratified by:	
Date:	

Date for Next Review:	30/05/2023
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STAY

SMART!

online  
ONLINE  
Online  
Online



# Privacy

I will keep my password and personal information secret.

I know I must always check that my privacy settings are confidential.

I must respect the school's systems and equipment. If I can not be responsible I will lose the right to use them.



# RESPONSIBILITY

I must check the reliability of online content, in case it is untrue.



I know that my internet use is monitored to protect me.

I am aware that copyright laws exist.

I know that my online actions may have offline consequences.

I know that it can be a criminal offence to hack accounts and systems or to send threatening and offensive messages.



I will always think before I post as once I upload content it can become public and difficult to delete.

I will not use technology to be unkind to people.





# REPORT


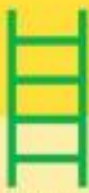
I know that people online are not always who they say they are. I will always talk to an adult before meeting any online contacts.

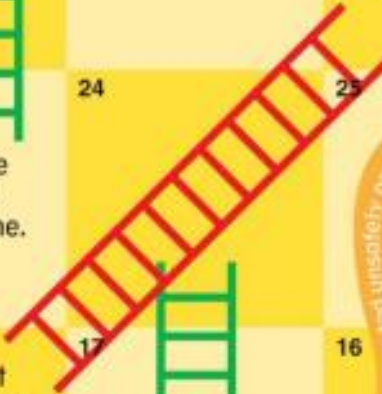
If anything happens online which makes me feel worried or uncomfortable, I will speak to an adult I trust or visit [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk).





30  **Winner!**  
I know how to be safe online.


29  I acted unsafely online!


28  

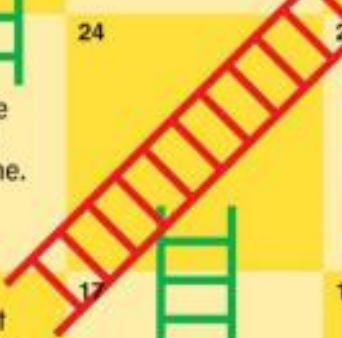
27  I will keep information about me and my passwords secret.


26  I acted unsafely online!


21 


22 


23  I will not be unkind to anyone online.

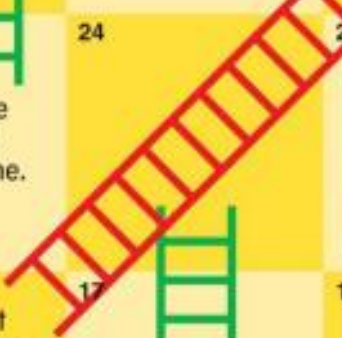
24 


25  I acted unsafely online!


20  If someone asks me to meet them, I will always talk to an adult straight away.


19  I acted unsafely online!


18  I know that people online are strangers and they may not be who they say they are.


17 


16 


15  I always talk to an adult if I see something online which worries me.


14  I know there are laws that stop me copying online content.


13 


12 


11  I acted unsafely online!



10  I acted unsafely online!


9  I know I must only open messages online that are safe. If I am unsure I will ask an adult first.


8 


7 


6  I always check if information online is true.

5  

4 

3  I ask an adult which websites I can look at or use.

2  I acted unsafely online!

1  **Online**

**STAY SAFE** Online





1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



## Using the Internet safely at home

Whilst many Internet Service Providers offer filtering systems and tools to help you safeguard your child at home, it remains surprisingly easy for children to access inappropriate material including unsuitable text, pictures and movies. Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. Locating the computer in a family area where possible, not a bedroom will enable you to supervise your son or daughter as they use the Internet. Also consider mobile phones and games consoles and other devices that can access the internet. However, don't deny them the opportunity to learn from and enjoy the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe online and making sure they understand their importance.

## Simple rules for keeping your child safe

To keep your child safe they should:

- ask permission before using the Internet and discuss what websites they are using
- only use websites you have chosen together or a child friendly search engine
- only email people they know, (why not consider setting up an address book?)
- ask permission before opening an email sent by someone they don't know
- not use their real name when using games or websites on the Internet, (create a nick name)
- never give out any personal information about themselves, friends or family online including home address, phone or mobile number
- never arrange to meet someone they have 'met' on the Internet without talking to an adult first; always take an adult and meet in a public place
- never tell someone they don't know where they go to school or post any pictures of themselves in school uniform
- only use a webcam with people they know
- tell you immediately if they see anything they are unhappy with.



## Using these rules

Go through these rules with your child and pin them up near to the computer. It is also a good idea to regularly check the Internet sites your child is visiting e.g. by clicking on History and Favourites. Please reassure your child that you want to keep them safe rather than take Internet access away from them. Create a dialogue and a relationship of mutual respect as far as the Internet is concerned.

For further information go to:

**CEOP:** [www.ceop.gov.uk](http://www.ceop.gov.uk)

**Think U Know:** [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**Childnet:** [www.childnet-int.org](http://www.childnet-int.org)

## Some useful websites

When searching the Internet we recommend you use one of the following child friendly search engines:

**Ask Jeeves for kids:**  
[www.askkids.com](http://www.askkids.com)

**Yahoo! Kids:**  
[www.kids.yahoo.com](http://www.kids.yahoo.com)

**CBBC Search:**  
[www.bbc.co.uk/cbbc/search](http://www.bbc.co.uk/cbbc/search)

**Kidsclick:**  
[www.kidsclick.org](http://www.kidsclick.org)

**National Education Network:**  
[www.nen.gov.uk/tandl](http://www.nen.gov.uk/tandl)

**Contact:** [esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk)



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# Children, ICT & e-Safety

Information for parents and carers



## The purpose of this guide

Children of today are increasingly using Information & Communication Technology (ICT) in schools and in the home.

### This guide explains:

- How your children are using ICT in school.
- How using ICT in the home can help children to learn.
- How children can use the Internet safely at home.
- Where to access further information.

