WMnet E-safety

Acceptable Use Policies for Schools

As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of communications technology and the internet. Those risks are not confined to the use of computers, they may also arise through the use, for example, of games consoles and mobile phones.

There is an expectation that schools will have in place appropriate policies and strategies to promote the safety of learners in their care both when they are in the school and when they are elsewhere.

Part of the apparatus for promoting e-safety is likely to be a set of acceptable use policies (AUPs). The enclosed drafts are intended to be read as notes towards the contents of schools' acceptable use policies; they are intended to act as a skeleton for a school's policies; perhaps to form the basis of the text which appears on screen when a user logs on to a school's learning platform or VLE. They could also be used and have been used as teaching aids for school age learners and adults.

For more detailed guidance on e-safety, schools are referred to www.becta.org.uk the Becta website. Becta is the sole agency for communicating with schools on behalf of DCSF on e-safety matters. Schools will also need to ensure that their policies and practices are consistent with local arrangements and policies implemented by their Local Safeguarding of Children Board and local authority Directorate of Children's Services.

The following AUP guidance drafts are enclosed

1.   AUP for younger learners in kS1

2.   AUP for learners in kS2 and upwards

3.   AUP for adults working with young people

4.   AUP for schools and governors

These documents draw upon work done in Kent, Islington, South West Grid for Learning and a number of other areas.

AUP Guidance notes for learners in KS1

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not load photographs of myself onto the computer
- never agree to meet a stranger

Anything I do on the computer may be seen by someone else

AUP Guidance notes for learners in KS2 and above

When I am using the computer or other technologies,
I want to feel safe all the time. .

I agree that I will:

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend
- only email people I know or those approved by a responsible adult
- only use email which has been provided by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend without taking a responsible adult that I know with me

I know that once I post a message or an item on the internet then it is completely out of my control.

I know that anything I write or say or any website that I visit may be being viewed by a responsible adult
I agree that I will not:

- visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - pornography (including child pornography)
  - promoting discrimination of any kind
  - promoting racial or religious hatred
  - promoting illegal acts
  - breach any Local Authority/School policies, e.g. gambling
  - do anything which exposes children in my care to danger
  - any other information which may be offensive to colleagues
- forward chain letters
- breach copyright law
- do anything which exposes children to danger

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used

AUP Guidance notes for schools and governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on the LSCB e Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by a senior member of staff