



## EMMANUEL CE MIDDLE SCHOOL

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### **ACCEPTABLE USE POLICY: ICT PARENTAL CONSENT**

Dear Parents/Carers,

At Emmanuel Middle School we believe in promoting greater use of technology for learning. We aim to create technologically confident pupils and provide them with skills that will open up a whole range of new opportunities for them and their families, but we must ensure that they are equipped to use them safely and responsibly.

As a school we recognise the benefits of technology - particularly Web technologies - as an essential aspect of productive and creative social learning. This includes issuing children with network logins and google accounts. However, in doing we are finding that a blocking and banning approach which merely limits exposure to risk is no longer a sustainable approach. Children will experiment online, and while their confidence and enthusiasm for using new technologies may be high; their understanding of the opportunities and risks may be low, alongside their ability to respond to any risks they encounter. At Emmanuel we focus on a model of empowerment: equipping children with the skills and knowledge they need to use technology safely and responsibly, and managing the risks, wherever and whenever they go online. An effective **Acceptable Use Policy (AUP)** helps to establish, and reinforce, safe and responsible online behaviours.

Detailed below are the key expectations of all users in the AUP. These have been simplified for pupils on their own Pupil Consent Form to make them easier to understand:

- **All users must take responsibility for their own use of new technologies, making sure that they use technology safely, responsibly and legally.**
- **All users must be involved in e-safety education and training each year, either as part of a taught scheme of work (pupils) or as part of staff INSET.**
- **No communications device, whether school provided or personally owned, may be used for the bullying or harassment of others in any form.**
- **No applications or services accessed by users may be used to bring the school, or its members, into disrepute.**
- **All users have a responsibility to report any known misuses of technology, including the unacceptable behaviour of others.**
- **All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable.**
- **All users have a duty to report failings in technical safeguards which may become apparent when using the systems and services.**
- **All users have a duty to protect their passwords and personal network logins, and should log off the network when leaving workstations unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.**
- **All users should use network resources responsibly. Wasting staff effort or networked resources, or using the resources in such a way so as to diminish the service for other network users, is unacceptable.**

- All users should understand that network activity and online communications are monitored, including any personal and private communications made via the school network.
- All users should be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.
- All users must take responsibility for reading and upholding the standards laid out in the AUP.
- All users should understand that the AUP is regularly reviewed and consistently enforced.

## **MOBILE COMMUNICATIONS POLICY**

As we allow pupils to use mobile phones, we need to include these as part of our e-safety policy. All web-enabled devices brought onto the school premises will need to be included in these policies (i.e. smartphones or tablets). E-safety messages will also be embedded within wider policies, such as child protection, behaviour and anti-bullying policies.

Mobile phones may be brought to school by pupils, but are subject to the following conditions:

1	They must be collected at the beginning of the school day and securely held by the office staff. They will be handed back at the end of the school day
2	Mobile phone use is not permitted in lessons, clubs or at extra-curricular events e.g. school discos or concerts/ performances
3	Taking photos or videos on mobile phones is not permitted on school premises

## **WEBSITE CONSENT**

We are developing the school website and would like to promote the school and celebrate our success by publishing pupil's work and photographs. We will ensure that no individual child can be identified by their work or photograph and no names will be published. We understand the sensitivity of this issue and ask that you give this consideration. Please delete as appropriate the relevant paragraph on the attached consent form.

### **e-Safety Sources of Support and Information**

[www.swgfl.org.uk](http://www.swgfl.org.uk)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.ceop.police.uk](http://www.ceop.police.uk)  
[www.childnet.com/kia](http://www.childnet.com/kia)  
[www.iwf.org.uk](http://www.iwf.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)

### **Further Information**

A full copy of the **Emmanuel Middle School Acceptable Use Policy** is available from the school website or on request.

Yours faithfully,  
 Mr M Timmins  
 Head of Computing  
 June 2022

Please confirm on the Google Admission Form your consent to the following:

I give permission for my son/daughter to use the school network to access the internet and use other forms of communication technology within the school. I understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the internet. I have read the 'Acceptable Use Policy' and understand that if my child breaks this agreement, then access to the school network may be withdrawn.

I understand that the school may wish to publish your child's work and/or photograph on the school website. I understand that the school will ensure that they will not be identified by such work or photograph and no names will be published, without seeking further direct permissions.  
I give permission for examples of my child's work and/or photograph to be published on the school website.