

St Mary Magdalene C of E Primary School

Acceptable Use (AUP) and Digital Images Policy

Acceptable Use and Digital Images Policy

The aim of this Acceptable Use and Digital images policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet and email use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the Acceptable Use and Digital Images Policy was created in July 2014.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering systems are used by our Internet Service Provider, (Sandwell Broadband) in order to minimise the risk of exposure to inappropriate material.
- Sandwell Broadband will monitor Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is present on all machines and is updated and checked automatically on a daily basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- School staff and pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- School staff and pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into work without acknowledging the source (plagiarism and copyright infringement).
- Pupils will **NEVER** disclose or publicise personal information.
- Downloading materials or images not relevant to class work and homework is in direct breach of the school's acceptable use policy.
- School staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- School staff will use approved email accounts.
- School staff will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

School Website

- Pupils' work may appear in an educational context on our school website pages as long as parents have given permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the surnames of any pupils.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image files if published on the web.

Personal Devices

Pupils are prohibited from bringing personal devices into the classroom, they will be collected at the school entrance and locked away in the office until the end of the day.

Staff members are to keep personal devices away from children and can only be used during lessons for educational purposes. Staff must not take photographs of children on their own devices.

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Use of Digital and Video Images

The use of cameras and video is an essential and integral part of everyday life. Staff and children should be encouraged to use this technology in a positive and responsible way. With digital technology there is an increased potential for cameras and images to be misused and we recognise that having the appropriate policy and practices in place will protect school staff from misunderstanding, false accusations and damage to reputation around the use of digital images. The guidelines below will aim to ensure safer and appropriate use of cameras and images through our acceptable use policy. This is in line with legislative requirements and will aim to respect the rights of individuals and promote effective safeguarding practices. This will apply to use of any photographic equipment; mobile phones, video cameras, webcams as well as other forms of digital technology and resources for storing and printing images.

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children. Class Teachers are responsible for ensuring the acceptable, safe use and storage of camera technology and images.

All staff parents and children (where age appropriate) will be asked to sign the appropriate acceptable Use Policy. Additionally parents are asked to sign to give consent to photographs, digital images and videos being taken and are made aware of the contexts, nature and the use to which they will be put.

In our school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of a school agreement. From this point forwards this will be when children join the school.
- Digital images / videos will be stored in shared documents, PHOTOGRAPHS, and will be deleted at the end of Year 6 unless an item is being kept for a specific purpose e.g. school publication.
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video / DVD materials.
- Staff sign the Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.

To be reviewed July 2017

