



## ACCEPTABLE USE OF INTERNET POLICY

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| <b>Date of last review:</b> | September 2021        |
| <b>Date of next review:</b> | September 2022        |
| <b>Approved by:</b>         | Rabia Education Trust |

The aim of this Acceptable Use of Internet 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 Therefore, if the school AUP is not adhered to then this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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.

### **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, TalkTalk and Virgin Media, in order to minimise the risk of exposure to inappropriate material.
- 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.
- 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 and pupils will use approved email accounts.
- School staff and pupils 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, 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**

- Facilities such as guestbooks, noticeboards, weblogs and websites will be checked to ensure that they do not contain personal details.
- The publication of pupil work will be co-ordinated by school staff.
- Pupils' work may appear in an educational context on our school website pages with a copyright notice prohibiting the copying of such work without express written 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 image files are appropriately named so will not use pupils' names in image files if published on the web.
- Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Pupils are prohibited from bringing personal devices into school.



### **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 in accordance with our Behaviour Policy, including, 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.



## Permission Form

Please review the attached school Acceptable Use of Internet Policy, sign and return this permission form to the headteacher.

**School Name:** Rabia Girls' and Boys' School

**Name of Pupil:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

### Pupil

I agree to follow the school's Acceptable Use of Internet Policy on the use of the internet. I will use the internet in a responsible way and obey all the rules explained to me by the school.

**Pupil's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use of Internet Policy and grant permission for my son/daughter or the child in my care to access the internet. I understand that internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to ensure online safety, but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph** ☐

**I do not accept the above paragraph** ☐

*(Please tick as appropriate)*

In relation to the school website, I accept that if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use of Internet Policy relating to publishing children's work on the school website.

**I accept the above paragraph** ☐

**I do not accept the above paragraph** ☐

*(Please tick as appropriate)*

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Approved by the Proprietor/ Chair of Governors/ Governing Body:**

**Name:**

**Position:**

**Signature:**