

Stonelow Junior School

PUPIL EMAIL AND INTERNET ACCEPTABLE USE POLICY



Date	Review	Responsible	Nominated Governor
Jan 22		C Robinson and I Dent	S Dunkley
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Contents

Aims of our policy.....	2
The purpose of email	2
Appendix A:	4
Acceptable Use Policy Agreement	4

Aims of our policy

1. Ensure that parents are clear about what their child is expected to do.
2. Ensure consistency of approach throughout the school.
3. Improve the quality of the learning experience offered to pupils and to extend it beyond the classroom environment.
4. Educate children on the correct use of email for work purposes.
5. Prepare children for the transition to secondary school and beyond where digital communication will be part of their everyday lives.
6. Reinforce work covered in class by providing further opportunities for the individual pupil.
7. Encourage children to develop the responsibility of managing their online presence.

The purpose of email

The school email service for pupils is provided for educational use within the school environment only. It will only be used by Y6 pupils, no other year groups. It is provided by Google Suite for Education and has the necessary GDPR guidelines in place in order to protect the children's data. Each Y6 child will be allocated an email and password which they will be required to change on their initial login. They are to keep their account details secure and not share with other pupils, they can of course share with their adults should they choose.

There is a suite of products available to the children when they receive their Google account and these can be used to complete any work set, both in and out of school. It is expected that work on Google Sites as part of the Y6 web design topic take place in school only as any websites produced are not to be published without prior checking and consent of their Computing teacher.

We understand that children may discuss items relating to school via email and as such this may at times include some social conversation however this should be kept to minimum. Children's inbox sizes will be monitored to ensure that school email is within expected use. School email addresses are not to be used to sign up to any subscription service and should the children receive an email from an unknown source they are to notify the Online Safety lead teacher (currently I Dent) who will delete the email and block the sender.

Where your child has been allocated an individual account, it is important that they understand that all mail sent using this system is automatically screened for inappropriate language or content. Any mail found to contain such language or content will be re-routed to the Online Safety lead teacher in the school for disciplinary action which may include informing parents, where deemed appropriate.

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

- A ban, temporary or permanent which will result in the email account being suspended or withdrawn.
- A letter informing parents of the nature and breach of rules, where deemed necessary.

Should the email account be withdrawn, the child will have to be given a paper copy of anything that has been sent online to the class.

Parents are asked to:

1. Read the Acceptable Use Policy Agreement (Appendix A) terms to which the children will be expected to read and sign indicating their understanding and agreement.
2. Encourage their children to use email correctly.
3. Contact the school if they have any concerns or questions.

This is a new offering to our children and as such this policy will kept under constant review and staff, parents and children are welcome to offer suggestions and improvements.

Appendix A:

Acceptable Use Policy Agreement

These terms are to be read and understood by all children before email addresses are allocated. The children will each be given a copy and will sign to show agreement. Any child needing assistance in either reading or understanding will be given extra support where required.

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that everyone has equal rights to use technology as a resource.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk. Users will have good access to digital technologies to enhance their learning and will, in return, agree to be responsible users
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to

bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work and credit them accordingly.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. I understand that I am responsible for my actions, both in and out of school:

Should I not follow the rules set out:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with Stonelow's Behaviour and Discipline Policy. This may include: loss of access to the school email, contact with parents and in the event of illegal activities involvement of the police. Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Signature:

Date: