

St Thomas à Becket Church of England Federation

**Blackboys C.E. School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield C.E. School**  
The Street  
Framfield  
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ADOPTED 13 OCTOBER 2020

REVIEW MARCH 2022

# Acceptable Use Policy

## Children and Parent/Carers

*Our Vision is to raise the aspiration of all pupils to “Be the Very Best they can Be”, through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21<sup>st</sup> century with confidence.*

Our Christian ethos, vision and values underpin all we do.

## **Introduction**

St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) recognises the importance of ICT in education. The Federation has a duty to ensure that the ICT provided is used safely and responsibly. All Governors, members of staff and pupils are aware of their responsibilities under the Federation's Acceptable Use Policies.

This Policy should be read in conjunction with the Federation's Online Safety Policy, which is available on the schools' websites or through the school offices.

## **Aim**

This policy aims to:

- ensure that pupils benefit from all opportunities offered by the computing and internet resources provided by their school within the Federation in a safe and controlled manner.
- give pupils and adults clear guidance on safe and acceptable use of these resources.
- make pupils aware that internet use within their school is a resource and that access is controlled and a privilege.

## **Expectations of Pupils when at a Federation School**

- All pupils understand their responsibility for their behaviour online. They understand that they are responsible for their online actions. This includes materials they chose to access and the language they use.
- Pupils will receive, as part of the Computing curriculum at the beginning of each educational year, age related online safety rules.
- Pupils are expected to not deliberately seek out offensive materials. Should any such material be encountered accidentally, it is to be reported to a Teacher.
- Pupils are expected not to use rude or insulting language in their communication online, and only to contact only people they know or who the Teacher has approved.
- Pupils must ask permission before accessing the internet.
- Pupils will log on to online programs using the username and password that their Teacher has provided them with. They will not share their passwords with others.
- Pupils will log off ICT equipment once they have finished using it.
- Pupils will not access social networking sites unless expressly permitted by their school as part of a learning activity.
- Pupils should not access other people's files or access other people's log-ons.

- No applications may be downloaded to the Federation’s computers from the internet.
- School work completed at home can either be emailed directly to a Class Teacher at their school email address or via the office email address or brought in on a portable media device.
- Personal printing is not allowed to take place, unless after express permission from the relevant Class Teacher or Headteacher.
- Pupils will be aware of the importance of personal safety when communicating online and will not share any personal information about themselves or others such as phone numbers, addresses or passwords.
- Pupils will always treat others the same way they would want themselves to be treated – and just as they would when not using the ICT equipment. Pupils will not use ICT equipment to harass or bully anyone.
- Personal devices may be brought into a Federation school with the express permission of the Class Teacher as part of an approved and directed curriculum-based activity but will not be linked to the Federation’s network and will be placed in “Airplane Mode”.
- Pupils will report anything which they feel uncomfortable about online to their Class Teacher or trusted adult. Online safety is a priority for the Federation.

Pupils consistently choosing not to comply with these expectations will be warned and may subsequently be denied access to internet resources.

**Expectations of Parents and Carers (who from now on in this Policy will be termed Adults) with respect to Federation School Events for example: Assemblies, Church Services, School Performances, Sporting Events (either on or off School Premises)**

- Adults understand that ICT constitutes a wide range of systems including computers, laptops, cameras, tablets and smartphones.
- Schools within the Federation welcome parents/carers to events, for which the pupils work very hard. However, in order to ensure that everyone enjoys these events the Federation would request that courtesy is shown when taking photographs/video so as not to disrupt pupils or members of staff. If a person not recognised by members of staff is taking photographs or videoing they will be challenged, to ascertain the reason for their presence at an event.
- All photographs/video taken at a Federation school event, in whatever format, are for the personal use of the parent/carer and should not be sold.
- Adults may wish to place a photograph/video of their child at a Federation school event onto their personal social media or content sharing pages. However, adults are requested not to place a photograph/video of another child at a Federation school event or identify another child on such a site. An image cropping tool is helpful for complying with this.

- Adults will be mindful of their own comments on social media regarding the Federation's schools, members of staff and children within it. Issues within our schools or questions regarding its operation must always be directed to Class Teachers, their Federation Headteacher or members of the Governing Body by the appropriate formal method, such as in a face-to-face meeting via a telephone call or in an email to the appropriate Federation email account. Opinion offered on unofficial Class WhatsApp or Facebook groups should not be considered as the correct "school issued" response.

## Acceptance of Acceptable Use Policy

### Parents/Carers of Pupils

Please complete in respect to each child attending a Federation School and return to your Federation School Office.

I acknowledge that I have received, read and understood a copy of the Acceptable Use Policy on behalf of myself and my child(ren). There is space on this form for 4 children. Please sign for each.

I will discuss Online Safety issues with my child(ren) and try to ensure that they are fully aware of the risks of internet use and of Federation Policy with regard to the same.

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Signed by Pupil: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Signed by Pupil: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Signed by Pupil: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Signed by Pupil: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### Adults

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Carer \*

\* delete as appropriate