



Oakley Cross Primary School

"We believe in respect and success for all"

Pupil Acceptable Use Agreement ks1 2020

Date of policy: April 2020 (updated July 2020)

Review date: April 2021

Our School Values

We want to instil in our children the core values of:

- Respect
- Resilience
- Confidence
- Kindness
- Tolerance

These values support the way in which all members of our school community can live and work together in a supportive way. They support our school aims.

School Aims (Written by staff)

Article 3: The best interests of the child must be top priority in all things that affect children.

At Oakley Cross we aim to provide a high quality curriculum, underpinned by strong teaching and learning and encourage every child to:

- **R**espect themselves, others and the environment
- **E**xpress their needs and feelings and recognise the needs of those around them
- **S**ucceed and reach their full potential by developing a positive work ethic and through high expectation and aspiration
- **P**ersevere when challenged, demonstrating resilience
- **E**nrich their lives through learning and seizing every opportunity to try new experiences
- **C**ontribute fully to school life and the wider community by developing confidence, self-esteem and independence
- **T**olerate others, embrace and celebrate difference and resolve problems appropriately

School Aims (Written by students)

Article 13: Every child must be free to say what they think.

The children of Oakley Cross expect the following aims to be supported by all Duty Bearers.

- **R**espect our right to be safe
- **E**veryone has the right to an education
- **S**pend time listening to children
- **P**rotect our environment so it is clean and safe
- **E**xercise is key for a healthy body and mind
- **C**are for us like a family
- **T**rain all new Duty Bearers

Oakley Cross's Pupils' Online Safety Agreement

Key Stage 1

As children, we have the right to be safe (Article 19), to information (Articles 13, 17) and to privacy (Article 16). We must respect these rights, both at home and at school, by following our online safety charter.



We check with a grown up before using the internet.



We tell a grown up if something we see makes us feel worried.

If we get stuck or lost on the internet we will ask for help.



We can write polite and friendly messages to people we know.



We will keep our personal information, our name, address, our school and our pictures, "Top Secret" and not share on the internet.

We will not bring mobile phones/devices/smart watches to school.



Permissible Actions

		Students / Pupils				
		Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Communication Technologies						
Mobile phones may be brought to school					√ _{Y5/6}	
Use of mobile phones in lessons		√				√
Use of mobile phones in social time						√
Taking photos on mobile phones / cameras (personal)		√				√
Use of other mobile devices eg tablets, gaming devices (personal)		√				√
Use of personal email addresses in school, or on school network						√
Use of school email for personal emails						√
Use of messaging apps		√				√
Use of social media (personal)						√
Use of social media (school site)						√
Use of blogs				√		

Students / Pupils

Actions / Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher / Principal	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	√	√	√	√	√	√	√		
Unauthorised use of non-educational sites during lessons	√		√		√	√	√		

Unauthorised use of mobile phone / digital camera / other mobile device	√		√			√			
Unauthorised use of social media / messaging apps / personal email	√		√		√	√			
Unauthorised downloading or uploading of files	√		√		√	√	√		
Allowing others to access school / academy network by sharing username and passwords	√	√				√	√	√	
Attempting to access or accessing the school / academy network, using another student's / pupil's account	√	√				√	√	√	
Attempting to access or accessing the school / academy network, using the account of a member of staff		√		√	√	√	√		
Corrupting or destroying the data of other users	√	√				√	√	√	
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	√	√		√		√	√		
Continued infringements of the above, following previous warnings or sanctions						√	√		√
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		√			√	√	√		√
Using proxy sites or other means to subvert the school's / academy's filtering system		√			√	√	√		√
Accidentally accessing offensive or pornographic material and failing to report the incident	√		√		√			√	
Deliberately accessing or trying to access offensive or pornographic material			√	√	√	√	√		√
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	√		√					√	



Pupil Online Safety Contract

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement

I have listened to and understood the pupil's online safety agreement, and will respect the charter which is there to keep me and the school safe.

Signed:

Date:

Parent's Consent

I have read and understood the online safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by this charter. Children will receive advice on online safety at school, advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

I will ensure that any pictures taken during school events that include other children will not be shared using social media.

Signed:

Date:

Please print name:



Oakley Cross Primary School
Pupil Acceptable Use Policy
Parent / Carer Acknowledgement Form

I, with my child, have read and discussed Oakley Cross Primary School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reason to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.

I know that my child will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools online safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

I understand that if my child does not abide by the school's Acceptable Use Policy then sanctions will be applied in line with the school's behaviour and anti-bullying policy.

I know that I can speak to the school Online Safety Coordinator, Miss Richardson, my child's teacher or the Head Teacher if I have any concerns about online safety.

I know that I can visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online

Child's Name..... Signed (if appropriate).....

Class..... Date.....

Parent's Name..... Parent's Signature.....

Date.....



Permission to take and use photographs of children

Oakley Cross Primary School recognises its responsibility to ensure the welfare and safety of children and young people and to comply with the General Data Protection Regulations 2018. You may wish to refer to our [privacy notice on our website](#), which explains how we use your data, and your rights and responsibilities.

We use photographs and videos for a number of reasons including celebrating and recording children’s successes. These images or videos may be used on display boards, screens and on our website and our social media site. Your child’s identity will not be disclosed without your consent and only if the photograph is used to celebrate individual success.

Photographs and videos will only be recorded on school owned equipment and will not be kept for longer than is to be considered necessary and, in any event, not exceeding a maximum of three years after your child has left the school.

From time to time, our establishment / school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

Please answer questions 1 to 5 below, then sign and date the form where shown.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.

1. May we use your child’s photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?	Yes / No
2. May we use your child’s image (unidentified) on our website and school Facebook/ social media page?	Yes / No
3. May we record your child’s image (unidentified) on video or webcam?	Yes / No
4. Do you consent to your child being photographed or filmed in press events agreed by the school?	Yes / No
5. Do you consent to your child’s full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name)	Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Unidentified above means if we use names at all, we will only ever use first names.

I have read and understood the conditions of use below

Signed:	Date:
Please print name:	



Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, setting or service, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child’s parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.