



THE ORCHARD SCHOOL E-SAFETY RULES

These rules help to protect both the individual and the school.

- The School owns the computer network and sets the rules for its use therefore irresponsible use may result in the loss of network or internet access.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- All network and internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely.
- Anonymous messages and chain letters are not permitted.
- Do not reveal personal information through email, personal publishing, blogs, messaging or any form of social media.
- The system is not for private use, unless the Head Teacher has given express permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- Report any suspicious activity to the ICT Teacher or any senior member of staff.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



PARENTAL CONSENT

Orchard School E-Safety Rules

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Parents/Carers are asked to sign to show that the 'E-Safety Rules' have been understood and agreed.

Parent's consent for web publication of work and photographs

I agree that my son's/daughter's work may be electronically published. I also agree that appropriate images and videos that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil's names.

Parent's consent for internet access

I have read and understood the 'School E-Safety Rules' and give my permission for my son/daughter to access the internet. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials but I also recognise that this is a difficult task given the nature of technological advancements in today's society.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of the internet facilities.

Please sign this consent and return to school.

Signed _____

Date _____

Please print name:

(I understand that my child has signed an 'Acceptable Use Agreement' and has received or will receive e-safety education to help them understand the importance of safe use)



ORCHARD SCHOOL

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. In signing this, staff are demonstrating they have read and understood 'The Orchard Schools E-Safety Policy'.

I understand that...

- ...the information systems are school property and that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- ...my information systems use will always be compatible with my professional role.
- ...school information systems may not be used for private purposes, without specific consent from the Head Teacher.
- ...the school may monitor my information systems and internet use to ensure policy compliance.
- ...the use of mobile phones is prohibited during lesson times unless in case of absolute emergency.

I will...

- ... respect security systems and I will not disclose any password or security information to anyone other than an appropriate systems manager.
- ...keep personal data secure and ensure it is used appropriately, whether in school, taken off the school premises or accessed remotely.
- ...respect copyright and intellectual property rights.
- ...immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- ... ensure that any electronic communications with pupils are compatible with my professional role.
- ...only communicate with pupils and parents using official school systems. Any such communication will be professional in tone and manner. Note: Any contact with parents via telephone should be logged via the school office and copies of any email communication should be forwarded to the Head Teacher.
- ...not befriend pupils on social networking sites or engage in any on-line activity that may compromise my professional responsibilities.
- promote E-Safety with pupils in my care and will help them to develop a responsible attitude to systems use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including internet access, the interception of E-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information systems may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with **'The Orchard School's E-Safety Policy'**.

Signed _____

Date _____

Please print name:



ORCHARD SCHOOL

Lower School Acceptable Use Policy Agreement

- I will ask a member of staff if I want to use the computers
- I will only use activities that a member of staff has allowed/told me to use
- I will respect the computers and other equipment.
- I will ask for help from a member of staff if I am unsure or if something has gone wrong.
- I will tell a member of staff if something upsets me on screen.
- If I break the rules, I may not be allowed to use a computer, for my own safety.

Please sign this and return to school.

Pupil Signature _____

Date _____

Witnessed by _____

Date _____

(I understand that my child has signed an 'Acceptable Use Agreement' and has received or will receive e-safety education to help them understand the importance of safe use)



ORCHARD SCHOOL

Upper School Acceptable Use Policy Agreement

This agreement is intended to ensure that young people will be responsible users and stay safe while using the internet and other digital technologies for educational personal and recreational use.

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

For my own personal safety, I will...

- understand that the school will monitor my use of the systems, devices and digital communications.
- be aware of 'Stranger Danger' when I am communicating online.
- not disclose or share personal information about myself or others when online (this includes names, addresses, e-mail addresses, telephone numbers, age, gender etc)
- report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and I understand ...

- 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 make large downloads or uploads that will prevent other users from being able to carry out their work.
- I will not use the school system or devices for on-line gaming, on-line gambling, internet shopping, extremist related activities, file sharing or video broadcasting.

I will act as I expect others to act towards 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.
- I will not take or distribute images of anyone without their permission.

I recognise that The Orchard School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School.

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials that 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 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 device, nor will I try to alter computer settings.
- I will not use social media sites in school at any time.

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.
- 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:

- 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 subsequently 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. This may include detentions, suspensions, and contact with parents.

I have read and understand the above and agree to follow these guidelines when:

- I use the school system and devices (both in and out of school).
- I use my own devices in the school (when authorised)
- I use my own equipment out of the school in a way that is related to me being a member of this school.

Signed: _____

Date: _____

