CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

Internet Acceptable Use Policy

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1. Aims

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

2. Introduction

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the Internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the Internet in Cambridge English School.

- It also applies to members of staff, volunteers, parents, carers and others who access the Internet in Cambridge English School.

- **Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.**

- **Cambridge English School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Cambridge English School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.**

Cambridge English School implements the following strategies on promoting safer use of the Internet:

- Pupils will be provided with education in the area of Internet safety as part of our implementation of the PSHCE and ICT curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of Internet safety.
- Cambridge English School participates in Safer Internet Day activities to promote safer more effective use of the Internet.
- The Senior Leadership Team will review this policy and its implementation annually..

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring Internet activity (including sites visited).
- Internal monitoring data for network activity.

Should serious online safety incidents take place, members of the SLT should be informed.

3. Content Filtering

Cambridge English School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 -This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

- Students are **not** allowed to access YouTube or gaming sites. YouTube can be used for educational purposes when used as part of the lesson plan and previously viewed by the teacher to ensure the content of the video is safe.

- Pupils are NOT allowed to access gaming sites unless the game has an educational value and has been approved by the teacher beforehand. E.g. National Geographical Kids, Funbrain etc.

- Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

4. Web Browsing and Downloading

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to a member of the SLT

- Pupils and staff will not copy information from the Internet without acknowledging the creator and referencing the source of the content.

- Pupils and staff 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.

- Pupils will use the school's Internet connection only for educational and career development activities.

- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic that impairs the service for other Internet users.

- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is not allowed.

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

5. Email and Messaging

- The use of personal email accounts is not allowed at Cambridge English School.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

6. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Cambridge English School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, etc. are not allowed in Cambridge English School.
- Use of blogs such as Twitter and Tumblr etc. are not allowed in Cambridge English School.
- Pupils of Cambridge English School are not allowed to access video streaming sites such as YouTube and Vimeo etc..
- Staff and pupils must not use social media and the Internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the Cambridge English School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Cambridge English School community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media that might bring Cambridge English School into disrepute.
- Staff and pupils must not represent your personal views as those of bring Cambridge English School on any social medium.

7. Personal Devices

The term 'Personal Device' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players and any similar portable electronic devices.

- **Mobile phones and personal devices are NOT allowed in school**
- Any "Personal Devices" being used during the school day will be confiscated and -3 points will be recorded on Engage.
- A letter will be sent home to parents and further sanctions could include suspension and exclusion.

- **Use of Personal Mobile Phones for Staff (See Appendix A)**

8. Images & Video

- At Cambridge English School pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities are not allowed under any circumstances.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or Instagram page (See Appendix A).
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

9. Cyberbullying

- When using the Internet pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

- Measures are taken by Cambridge English School to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

10. School Website and Instagram

The school has a website and an instagram account that can be viewed by the general public.

Any work published on the school website is thoroughly checked to ensure that there is no content that compromises the safety of pupils or staff.

The school will obtain parental permission before using images of pupils on the website or instagram and will form part of the Home School Agreement

We do not use pupils' names in images in order to reduce the risk of inappropriate, unsolicited attention from people outside school.

We will use group photos rather than photos of individual children, wherever possible.

11. Permission Form (Included in Home School Agreement)

Internet Acceptable Use Agreement

I agree to follow the school's Acceptable Use 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.

Student's Signature: _____ Form: _____

Parent/Carer Signature: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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 provide for online safety but the school cannot be held responsible if students access unsuitable websites.

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

Parents signature: _____ Date: _____

Appendix A - Use of Personal Mobile Phones for Staff

Staff at Cambridge English School are expected to set and example and in order to help us enforce the "No Mobile in School" rule it is expected that staff use of mobile phones should be kept to a minimum and only during non contact time and away from pupils.

- The school recognises that personal mobile phones have the potential to be used inappropriately.
- Mobile phones should never be used to take photographs or videos of children unless the images are to be used for the school website or instagram page.
- Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible should not be used in the presence of the children
- Mobile phones should not be used during lesson times or when on duty either to make or receive calls and for messaging, unless there is an emergency.
- Staff should never give their mobile phone number to any pupils.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. Contact with parents is to be made using Engage.