



## **Online Safety Rules and Sanctions**

It is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. Riverview C of E Primary School and Nursery cannot control what people, all over the world, make available on the internet; a small proportion of the material which it is possible to access is not acceptable in school, whilst other material must be treated with great sensitivity and care. Exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

We expect all ICT users to take responsibility in the following ways:

Not to access or even try to access any material which is:

- Violent or that which glorifies violence
- Criminal, terrorist or glorified criminal activity (including drug abuse)
- Racist or designed to incite racial hatred
- Of extreme political opinion
- Pornographic or with otherwise unsuitable sexual content
- Crude, profane or with otherwise unsuitable language
- Blasphemous or mocking of religious and moral beliefs and values
- In breach of the law, including copyright law, data protection, and computer misuse
- Belongs to other users of ICT systems and which they do not have explicit permission to use
- Not to search for, or use websites that bypass the school's internet filtering
- Not to download or even try to download any software without the explicit permission of a member of the ICT systems support department
- Not to attempt to install unauthorised and unlicensed software
- To be extremely cautious about revealing any personal details and never to reveal a home address or mobile telephone number to strangers
- Not to use other people's user ID or password, even with their permission
- Not to interfere with or cause malicious damage to the ICT Facilities
- To report any breach (deliberate or accidental) of this policy (to Mrs Atkins) immediately.

In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Riverview C of E Primary School and Nursery reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and pupil accounts for purposes of ensuring DfE, Local Authority and school policies regarding appropriate use, data protection, computer misuse, child protection, and health and safety. Anyone who is found not to be acting responsibly in this way will be disciplined. Irresponsible users will be denied access to the ICT facilities.



Riverview C of E Primary School and Nursery will act strongly against anyone whose use of ICT risks bringing the school into disrepute or risk the proper work of other users. Persistent offenders will be denied access to the ICT facilities – on a permanent basis.

## **Sanctions for the misuse of Riverview C of E Primary School and Nursery ICT facilities**

*Note: Depending on the severity of the offence these steps may be bypassed to the appropriate level.*

### **First Offence**

- The student will have time with the Online Safety Co-ordinator to discuss the breaking of the ICT AUP.
- The student will need to read the ICT AUP to ensure they are clear about the regulations by the completion of an educational worksheet.
- The online safety Co-ordinator will write a letter to parents (or phone if preferred) to inform them of the breaking of the ICT AUP.
- The student may receive a further sanction depending on the nature of the offence.
- The relevant Head of Year/Key Stage Co-ordinator and a class teacher will be informed.
- The incident and response will be logged.

### **Second Offence**

- The online safety co-ordinator will write a letter to parents and phone them to inform them of the breaking of the ICT AUP for the second time. The letter may include specific information about the offence.
- The student will have restrictions placed on their use of the ICT facilities by the removing of email and/or internet access for an appropriate amount of time.
- The student may receive a further sanction depending on the nature of the offence.
- The relevant Head of Year/Key Stage Co-ordinator and class teacher will be informed.
- The incident and response will be logged.

### **Third Offence**

- The student will have their email and/or internet access removed immediately by the online safety Co-ordinator for a minimum of 4 weeks.
- The online safety Co-ordinator will write a letter to parents and phone them to inform them of the breaking of the ICT AUP for the third time. The letter will ask parents to come into school to discuss the breaking of the ICT AUP with the online safety Co-ordinator.
- The student will have a meeting with the online safety Co-ordinator and the Assistant Headteacher to discuss the breaking of the ICT AUP and the subsequent sanction.
- The relevant Head of Year/Key Stage Co-ordinator and senior member of staff will be informed.
- The incident and response will be logged.



## Fourth Offence

- The student will have all access to the Riverview CofE Primary & Nursery School network removed immediately.
- The online safety Co-ordinator will write a letter to parents and phone them to inform them of the breaking of the ICT AUP for the fourth time. The letter will ask parents to come into school to discuss the breaking of the ICT AUP with the online safety Co-ordinator and the Assistant Headteacher.
- The student will have a meeting with the Online Safety Co-ordinator and the Assistant Headteacher to discuss the breaking of the ICT AUP and the subsequent sanction, which may involve a form of exclusion depending on the nature of the infringement.
- The Headteacher will be informed.
- The incident and response will be logged.

It should be noted that if a student puts themselves, other students or a member of staff in danger by giving out personal details they will be banned from using the ICT facilities for a fixed period of time and if required the police will be informed.

If there is anything in this AUP that you do not fully understand it is essential that you speak to one of the members of staff listed below before using the Riverview C of E Primary School and Nursery ICT Network in order to ensure you use the ICT Network appropriately:

Mrs Mercy Atkins  
Mrs Mercy Atkins  
Mrs Vanessa Botley

Online Safety Leader  
SLT responsible for Behaviour Management  
Curriculum Leader