

SUAT Policy	E Safety					
LGCS Appendix	LGCS Acceptable Internet Usage					
Approved by	LAC	Issue Date	Jan 2018	Review Date	Jan 2020	
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

The following table outlines a set of E Safety Rules devised for pupils by Digital Leaders in July 2016.

**Pupil: (Devised by Digital Leaders 2016 in consultation with Computing Leader)**

- Always log onto the network using your own username and never tell anyone else your password.
- Always quit from programs properly and log off the network.
- Stick to the task you have been given to do.
- To tell a responsible adult if you see or hear any material that you or others may find offensive.

The following are not permitted, especially when using the Internet:

- Searching for, downloading, sending or displaying offensive messages or pictures
- Using bad language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources (such as printers)
- Viewing videos on you-tube without the permission of your teacher.
- Playing fighting or violent games

**E-mail**

- I will only e-mail people I know or my teacher has approved
- I will only send messages which are polite and responsible
- I will not give my home address or telephone number or arrange to meet someone unless my parent, carer or teacher has given permission.

**Sanctions**

A breach of these rules will result in a time out A and time out B for repeated breach of rules resulting in a temporary or permanent ban on computer or Internet use in line with behaviour policy.

**LGCS Amendments to SUAT E Safety Policy (see also staff Code of Conduct section 10)**

1. At LGCS pupils are not allowed to use or have mobile phones in school unless permission has been given in exceptional circumstances by the Principal or Vice Principal.
2. All adults should:
  - not make or receive calls on their personal phones during teaching time/contracted hours. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone to receive an emergency call.
  - only use personal phones in non-contact time when no children are present.
  - use the mobile phone provided by the school if emergency contact is needed to be made when children are present. This phone is a basic model and therefore cannot be used to access the internet or record images.
  - keep phones safely locked away out of sight of children (e.g. in a drawer or locker away from the children) at all times during teaching time/contracted hours.
  - never use phones to take photographs in the school building or grounds of children, staff or school environment or to store their personal data.
  - ensure the use of mobile phones on outings is included as part of the risk assessment. (For example, how to keep personal numbers that may be stored on the phone safe and confidential.)