



SHERFIELD SCHOOL

Acceptable Use Policy – online learning

Created:	March 2020
Last Reviewed:	January 2021
Date of next review:	March 2021
Responsibility for review:	Deputy Head / Headmaster

Acceptable Use Policy – online learning.

In light of recent circumstances, teaching and learning at Sherfield School will move to a predominately online environment. In order to ensure this happens in a safe way:

- Pupils must obtain the permission of parent(s)/ guardian(s) before they can be allowed to use the Internet or educational Email service.
- Pupils should only use a computer for those activities and services (Internet and email) which they have been given permission to use.
- Activities which use the Internet during taught online lessons will be directly related to school work. Pupils must be sensible in their use of Internet sites whilst online with others.
- Pupils must only use the user name and password (sherfieldschool.co.uk) that they have been given by the school for access to the network, VLE and any other digital facility.
- Pupils should not download and use material or copy and paste content which is subject to copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.
- The Internet access provided at Sherfield School is filtered to stop access to unsuitable material. No such security is provided by the school when involved in online learning using a non-school computer. Parents must be aware that users of online systems and must therefore ensure children act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- Pupils are taught to respect the privacy of files of other users. They must not enter, or attempt to enter without permission, the file areas of other pupils or staff.
- No files or any media created at home may be used on or uploaded onto school systems due to the risk of virus infection.
- Pictures used on web sites or other published literature are produced only with the permission of parents.
- The school E-mail service for pupils is provided for educational use only. The mail service is only to be used in accordance with the school's policy and procedure. Where your child has been allocated an individual account it is important that they understand that all mail sent using this system is automatically screened for inappropriate language or content. Any mail found to contain such language or content will be re-routed to the Deputy Head for disciplinary action which may include informing parents where deemed appropriate.

PERIODS of HOME-LEARNING

- During online conferencing/webinars/lessons pupils must be appropriately dressed (this is generally regarded as attire suitable for being out in a public place and should not be revealing).
- Pupils should ensure they access online learning in an open space in the house where other members of the household have regular access such as the dining room, kitchen, study etc. and not the child's bedroom.
- During online lessons pupils should have their camera and microphone switched ON. This may be switched off on the instruction of the teacher – i.e. the teacher may ask for all microphones to be muted during instructional delivery.
- Parents and pupils should ensure that inappropriate displays, publications, objects etc. are not visible to others online.
- Commentary made during online learning must be appropriate and relate specifically to the learning material. Pupils are expected to follow normal school behavioural expectations during

lessons. Pupils should not access social media platforms, gaming and other activities not connected with the lesson.

Parents are asked to explain and reinforce the importance to their child of these rules for the safe use of the Internet. We encourage pupils to be responsible, respectful and safe in their online activity. Failure to comply with these rules will result in direct contact with parents to discuss further action.

If you do not understand any part of this Acceptable Use Policy, you should ask the Deputy Head for guidance