



## **Our BJA Computing and Online Safety for Families Acceptable Use Policy. All children of our school community agree to the following:**

What exactly is a 'Computing and Online Safety for Families Acceptable Use Policy'?

- Why do we need to have one?**

Using the 5Rs in our school to make the right choices is at the heart of everything we aim to achieve at Branston Junior Academy – as a community. An acceptable use policy helps all members of our community (children, their families, school staff) to make the right choices when using computers, laptops, iPads and the software on them, particularly Microsoft Teams and email apps and other websites and apps that offer online functionality.

- Who does it protect?**

By making the right choices and by agreeing to the acceptable use policy, all members of the school community who use it are protected as we've all agreed to abide by the same set of 'rules', just as in society. Just as we all agree to a set of rules that helps us make the right choices when we're in the school building, these rules help us to be the best that we can be when accessing our learning using online platforms such as **Microsoft Teams, or other online resources and apps.**

- Who should agree to the policy?**

Everyone who uses and is a member of a Branston Junior Academy Team: Our children and our families. Parents and carers will be emailed and alerted to the existence of this policy and that they will support the articles within this acceptable use policies by reading through this policy.

### **The overarching rules or articles that we will agree on:**

#### **1 - RECORDING STAFF OR OTHER PUPILS. WHAT OUR POLICY SAYS:**

'At BJA, we don't film or take photos of someone without their permission; by respecting their privacy this demonstrates our respectful behaviour towards others. The recording of still images, filmed images or audio of staff or other pupils without their permission, and the distribution of such images, is not allowed.'

#### **2 - CHAT and EMAIL FUNCTIONS. WHAT OUR POLICY SAYS:**

'Within BJA, we treat each other with respect through the words we say and how we say them. Likewise, within Teams and email, we will not type inappropriate, offensive or unkind comments (including the use of emojis, GIFs and/or images). Everything we type will show support and kindness to one another.'

#### **3 - SHARING OF IMAGES. WHAT OUR POLICY SAYS:**

'Within our lessons at BJA, we often use images or video clips to show on the board or on paper. They are always appropriate to the learning task. Within our online learning, including Teams, we may use similar files; these visual or audio files shared must always be appropriate to the learning task.'

#### **4 - INTERFERENCE WITH OTHERS' WORK. WHAT OUR POLICY SAYS:**

'At BJA, our children and staff know not to interfere with other's work. Within Teams, we expect our school members to not interfere with another's work without their permission, whether it is work

submitted (such as Word document or photo of their hand-written work) or shared work in a collaboration space (such as in the class OneNote).'

**5 - COLLABORATIVE WORKING. WHAT OUR POLICY SAYS:**

'AT BJA, we know the value of sharing and discussing ideas with a partner, a table group, or the whole class. In Teams, there is an expectation that children and staff will try to engage in online collaborative work whilst working in a respectful and helpful manner and making sure that all are following instructions carefully.'

**6 - ACADEMIC HONESTY. WHAT OUR POLICY SAYS:**

'In our classrooms at BJA our children know not to copy the work of others. Using computers can aid our understanding, particularly through research. We agree to a high standard of honesty and will be careful not to plagiarise (copy) the work of others found online.'

**7 - APPROPRIATE LEARNING ENVIRONMENT. WHAT OUR POLICY SAYS:**

'At BJA, our children and staff know how important it is to arrive at school on time and that mobile phones along with smart-enabled watches will be kept away from the learning.'

We will also show responsibility and respect by only using age-appropriate searches when using school computers or tablets to go online. Likewise, when using computers or tablets at home for schoolwork, we will only use internet search terms that are appropriate for our age, and for school.'

**8 – LIVING OUR VALUES. WHAT OUR POLICY SAYS:**

'At BJA, our 5Rs of Respect, Resilience, Relationships, Responsibility and Reflection guide us in making healthy, safe and commendable decisions for both ourselves and the ways in which we treat and interact with our peers.'

We will make **healthy digital choices** outside of our school lives to ensure that our 5Rs go beyond the school gates. Our choice, and use of apps, will be age-appropriate and the language and themes that we use will be those that reflect the pride that we have as an outstanding member of BJA. We will think before we post, and we will take care that our personal information remains safe, secure and unshared with others.