

Berlin British School - Primary School

IT Acceptable Use Policy

The Berlin British School supports the rights of all members of the school community to engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe and responsible behaviour by all members of the school community.

As a school we aim to:

- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise and support students when using digital technologies within the classroom.
- Establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.

The values and expected standards of behaviour at the Berlin British School apply as equally to digital technologies and online activity as they do in all other areas. Breaches of these values and behaviour standards when using digital technologies and working online will be dealt with by the school discipline policies.

Student Responsibilities

Students are responsible for adhering to the Acceptable Use Policy when using any device at the school.

When using digital technologies and the internet, students agree to be safe, responsible and ethical users at all times, by:

- Respecting others and communicating with them in a supportive manner;
- Never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);

- Protecting their privacy by not giving out personal details, including their full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if they personally feel uncomfortable or unsafe online;
- Talking to a teacher or a trusted adult if they see others participating in unsafe, inappropriate or hurtful online behaviours;
- Carefully considering the content that they upload or post online;
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and citing references where necessary;
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student;
- Only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson;
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

This Acceptable Use Policy applies to all digital technologies and environments, including (although not limited to):

- Berlin British School owned ICT devices (e.g. desktops, iPads, Chromebooks or printers);
- Mobile phones and student-owned devices;
- Email and instant messaging;
- Internet, intranet;
- Social networking sites (e.g. Instagram);
- Video and photo sharing websites (e.g. YouTube);
- Blogs or micro-blogs (e.g. Twitter);
- Forums, discussion boards and groups (e.g. Google groups);
- Wikis (e.g. Wikipedia);
- Podcasts;
- Video conferences and web conferences.

This Acceptable Use Policy applies when digital technologies are being used at the school, during school-organised excursions, camps and extracurricular activities, and at home.