west sussex county council

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Acceptable Use Policy (AUP)

The Acceptable Use Policy (AUP) is now available online. You can still download selected sections as documents including:

- sample policies;
- guidance for schools on information security;
- West Sussex guidance for the safer use of the internet by staff working with young people;
- posters.

Schools can customise these resources with their own school logos and more local instructions.

The current version is v5.2

A new model AUP for the use of the SIMS Learning Gateway and an updated version of the Model Policy on the use of digital images of children were added in August 2010.

Three new 'Model Student AUPs' aimed at three age/ability ranges were added in early September 2010.

A new 'Model Staff AUP' was added in September and one clause modified slightly in early October 2010.

An accompanying summary sheet for the 'West Sussex guidance for the safer use of the internet by staff working with young people' was added in October 2010.

If you have any comments or queries regarding this please contact Simon Gawn, ICT in Schools Officer on 01243 777926 or email ictinschools@westsussex.gov.uk.

▸ **Foreword**
The use of ICT in schools for both teaching and administration purposes in West Sussex has increased tremendously since the launch of the National Grid for Learning initiative in 1998.

▸ **Using the policy**
The information given in this document will help schools to write their own policy.

▸ **Internet security and safety**
Many pupils are very familiar with internet use and culture and it would be wise to discuss the School Internet Policy with them, possibly through a student council.

▸ **Network etiquette and privacy, chat and forums**
Guidance for etiquette, privacy, chat and forums.

▸ **Email protocols**
Schools need to ensure that pupils and staff use the emails service in an appropriate manner.

▸ **Use of digital images**
There are many circumstances where schools may wish to publish digital images (either video or still) of students or their work.

▸ **Video conferencing**
Video conferencing provides users with access to high quality video conferencing, and the ability to use file share, chat, and whiteboard functions.

▸ **Web broadcasting**
Policy for schools regarding web broadcasting.

▸ **Copyright**
Copyright protection exists to prevent people copying original works without the consent of the author. This includes videos, photos, music and documents.

▸ **Data protection**
Schools hold information on both pupils and staff, and in doing so must follow the requirements of the 1998 Data Protection Act (DPA).

▸ **Information security**
New guidance for schools relating to the importance of keeping information secure has now been added to the West Sussex Acceptable Use policy.

▸ **Staff guidance for the safer use of the internet**

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CEOP report

Contacts for ICT

West Sussex have published guidance for adults working with children to help them use the internet and associated technologies safely and responsibly.

▸ **Security and virus protection**
Information regarding the security and virus protection policy in schools.

▸ **Examples of letters, permission forms and posters**
Schools are welcome to download the sample documents attached on this page and modify them to suit their needs, with their own logos or extra conditions.

▸ **Sample acceptable use policies**
Acceptable use policy examples for different Key Stages.

▸ **ICT in schools: related checklist**
Checklist for schools regarding ICT in schools related issues and topics.

▸ **ICT in schools: related contacts**
ICT contacts for schools including Atomwide, First Connections and general support.

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