ICT Acceptable Use Policy – Pupil

Member(s) of staff responsible	Headteacher
Governor responsible	Chair of standards committee
Date agreed with staff	November 2021
Date discussed with pupils	November 2021
Date approved at Governing Body	February 2022
Frequency of policy review	Annual
Date next review due	September 2023

Document Version Control

Issue Number	Issue Date	Summary of Changes
1.0	January 2008	Original issue
2.0	September 2011	Reviewed – updated in line with current best practice
2.1	September 2012	Reviewed – no changes
2.2	September 2013	Reviewed by PH, TC and GF – no changes
2.3	November 2014	Reviewed
2.4	December 2015	Reviewed – updated in line with current best practice
2.5	December 2017	Reviewed – updated in line with current best practice
2.6	January 2019	Reviewed – Pupil policy from adults – now 2 separate policies
2.7	January 2021	Reviewed in line with the changes to KCSIE with the addition of Annex C – Online Safety
2.8	September 2021	Mobile phone guidance updated System for Golden Rules revised to show reading and agreement made in school, rather than at home

Contents

Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for children to be more creative and productive in their work. Whilst our school fully supports and promotes the use of technology, it is imperative that it is used in an acceptable and safe manner at all times.

1. AIMS

The aims of our Acceptable Use Policy are to:

- Ensure our pupils are responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

- Ensure that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

- Set clear guidelines for the use of mobile phones for pupils

The school will ensure that pupils have good access to IT to enhance their learning. In return, we expect all pupils to be responsible users.

All pupils must have read and signed the Computing Golden Rules before they are allowed access to the school computing equipment

2. USING TECHNOLOGY IN SCHOOL – AGREEMENT

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

When using school equipment, I agree to the following:

- I understand that the school devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission from a teacher.

- I will not use the school devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I understand that the school will monitor my use of the systems, devices and digital communications.

- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

3. BEHAVIOUR TOWARDS OTHER USERS

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission.

4. KEEPING OUR SCHOOL SYSTEM SAFE

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not install or attempt to install or store programmes of any type on any school device.

- I will not try and alter any computer settings or those on mobile devices.

- I will not access any social media sites, unless I have specific permission from an adult as part of a lesson.

- I will only use my own personal devices (USB devices etc.) in school if I have permission.

5. USING THE INTERNET SAFELY AND APPROPRIATELY

The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise appropriate material on the Internet. These include an approved filtering system which is designed to prevent access to material inappropriate for children. Staff will also be vigilant when pupils are undertaking their own search and will check the children are following the agreed search criteria. Pupils will be taught how to use the email and Internet safely, through assemblies (including Safer Internet Day) and presentations from external companies such as Childnet Education. The methods we use will be reviewed in accordance with national guidance and that provided by the LEA.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available on the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences of this. Any incident where a pupil is exposed to offensive or upsetting material will be handled in line with procedures outlined in our Online Safety Policy.

A most important element of our Rules of Responsible Internet Use is that pupils are taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the rules that have been designed to protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules, then sanctions consistent with our school behaviour policy will be applied. This will involve informing the parents/carers.

- I understand I must read and adhere to the Computing Golden Rules before I am allowed to access the Internet. These will be revisited in the first computing lesson at the beginning of every academic year. A copy will be stuck in the front of the pupils' computing exercise books and must be initialed to show their agreement. **These include Rules of Responsible Internet Use.**

- I understand the risks and will not try to upload, download or access any materials which are illegal

- Where work is protected by copyright, I will not try to download copies (including music and videos)

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

6. USING E-MAIL

- I understand I must have read and adhere to the Computing Golden Rules before I am allowed to access the school email.

- I will only use the school email in school and when directed by an adult.

- I will only send emails to recipients that have been stipulated by my teacher.

- I will not reply to any emails from people I do not know/have not been communicating with.

- I will not try to access my school email from home.

- I will not open any attachments to emails, unless instructed to do so by an adult.

- I understand that incoming and outgoing emails will not be regarded as private and can be checked by an adult.

7. MOBILE PHONES

- I understand that children in Year 5 and 6 only are allowed to bring a NAMED mobile phone, but only if they are walking to and from school on their own. This MUST be handed in to their teacher at the beginning of the school day and will then be locked away until the end of the day when they will be collected and distributed back to pupils.

- I understand that my phone must be switched off when I arrive at school and must not be used on school premises, unless specific permission has been given by an adult. I must not switch my phone back on until I am off the school premises at the end of the day.

- I understand that school staff have the authority to search pupils' phones (as set out in the DfE's guidance on searching, screening and confiscations). This guidance allows school staff to search a pupil's phone if they have reason to believe the device contains inappropriate images or is being used to commit an offence or cause personal injury.

- I understand that the school takes any form of bullying or harassment extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
  - Threats of violence or assault
  - Abusive calls, emails, social media posts or texts directed at someone on the basis of their ethnicity, religious beliefs.
  - Upskirting
  - Sharing of inappropriate images or videos

- I understand that the school take no responsibility for mobile phones that are lost, stolen or damaged while pupils are travelling to and from school or at any time before the phone is handed in during registration.

- I understand that if I am in breach of this policy, my phone may be confiscated by a member of staff and it will be locked away until the end of the school day. I understand that frequent breaches of this policy may result in me being banned from bringing my mobile phone to school.

APPENDIX ONE

COMPUTING GOLDEN RULES
RECEPTION AND KS1

Please read the Golden Rules for EYFS and KS1 below, then fill in the details at the bottom of the page and submit your agreement.

Use of equipment:

- I will only use school computers and tablets when I have been given permission by an adult.

- I will be careful when using school equipment to avoid any damage.

- I will respect others' work and will not change or delete their work or files.

- I will use tablets and iPads responsibly and I will not take photos or videos without permission.

Responsible Internet Use:

- I will only use the Internet and email when I have permission from an adult.

- I will be careful what I click on to make sure I don't see or download something by mistake.

- I will not share any information about myself or others on the Internet

- I will not talk or write to other people online without permission.

- If I see something I don't like on a screen, I will always show an adult straight away.

- If I am unsure of any question that 'pops up' on a website or an APP, I will ask permission from an adult before I click an answer.

As a user of the school network, I have read the rules above and I understand what they mean. I also understand that these rules are to keep everyone safe and to help us be fair to others. I agree to follow these rules at all times.

Name: ....

Class: ....

APPENDIX TWO

COMPUTING GOLDEN RULES
KS2

Please read the Golden Rules for KS2 below, then fill in the details at the bottom of the page and submit your agreement.

Use of equipment:

- I will only use school computers and tablets when I have been given permission by an adult.

- I will be careful when using school equipment to avoid any damage, especially when carrying laptops and devices.

- I will only use the school equipment for school work, unless I have permission from an adult to do otherwise.

- I will only use programmes and content which have been installed by the school.

- I will use tablets and iPads responsibly and I will not take photos or videos without permission.

- I will never try to change the settings of the computer or tablet.

- I will respect others' work will only edit or delete my own files and will not look at, or change, other people's files without their permission.

- I will only use USB devices in school when given permission by my teacher.

- I understand that the school will check my use of the computing systems, e-mail and other digital communications.

Mobile phones:

- I understand that children in Year 5 and 6 are allowed to bring a NAMED mobile phone but only if they are walking to and from school on their own. This MUST be handed in to their teacher at the beginning of the school day and will then be locked away until the end of the day when they can then be picked up from the office.

- I must not use my phone on school premises unless specific permission has been given by an adult.

Responsible Internet Use:

- I will only use the Internet and e-mail when I have permission from an adult.

- If I see something I don't like, or makes me feel uncomfortable, I will always show an adult straight away.

- Both at home and at school, I will never give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given me permission.

- I will not download, upload or copy anything from the Internet unless specifically asked to do so by an adult.

- I will not take or share images of anyone without their permission

- I will only communicate online with people I know, or my teacher has approved.

- All my online communications will be polite and sensible.

- When using school e-mail, I will not open an attachment before checking with an adult.

- I will be careful what I click on to make sure I don't see or download something by mistake. If I am unsure of any question that 'pops up' on a website or an APP, I will ask permission from an adult before I click an answer.

As a user of the school network, I have read the rules above and I understand what they mean. I also understand that these rules are to keep everyone safe and to help us be fair to others. I agree to follow these rules at all times.

Name: ……………………………………………….

Class: ……………………………………………….