

St Andrew's C E Primary School



ICT Acceptable Use Policy

Reviewed: Summer 2022

Review date: Summer 2023

St Andrew's CE Primary School

Every Child A Champion in Their Own Right. Matthew 5.16 - "Let Your Light Shine."

ICT Acceptable Use Policy

This policy was researched and produced by the ICT Leader, Head Teacher and Governors.

The designated member responsible for Internet safety in the school is Mr G Huckstep (Head Teacher) supported by the ICT team

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff benefit from internet access, with clear guidance on safe and acceptable use.
- Make staff and pupils aware that Internet use in school is a resource and a privilege. If the terms are not met that the privilege will be taken away.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school.

ICT Vision

At St Andrew's CE Primary School we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning, in line with our school's vision.

General

- Virus protection software is used and updated on a regular basis.
- A member of staff will be appointed as responsible for the school's e-safety (G Huckstep supported by ICT team)

Pupils' Access to the Internet

St Andrew's CE Primary School use a YHGFL "filtered" Internet Service, which will minimise the chances of pupils encountering undesirable material. St Andrew's CE Primary School will only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Teachers will have access to pupils' Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met. Expectations of Pupils and Staff using the Internet

- At St Andrew's CE Primary, we expect all pupils and staff to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

- Pupils and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the ICT leader, so that the Service Provider can block further access to the site.
- When using email pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils and Staff should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons.
- Homework completed at home may be brought in on CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- No personal information, such as phone numbers or addresses should be given out.
- Pupils and Staff consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises an escalating set of measures including a withdrawal of privileges.
- Uploading and downloading of non-approved software will not be permitted.

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of children's work will be decided by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

Personal Devices

Staff and pupils may only use their own technology in school as part of a prearranged educational activity, with permission from a member of the SLT or ICT Leader, inappropriate use is in direct breach of the school's acceptable use policy.

Staff School laptops should be used only for approved school and educational activities including CPD.

Virtual Lessons

St Andrew's Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms deemed safe and secure by the school.
- Staff should record, the length, time, date and attendance of any sessions held.

Sanctions

Misuse of the internet by pupils will result in reducing access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

If a member of staff has their own personal computer at school it is their responsibility that they cannot be accessed by pupils and that any personal information is completely safe.

It is negligible by the teacher if children are able to access any inappropriate information on a computer (whether it is a personal or school) accidentally or intentional or for a staff member to be deemed to have misused ICT themselves and as a result could trigger disciplinary procedures.

St Andrew's CE Primary School Staff Internet and ICT Agreement

I have read through the agreement and agree to these safety restrictions.

Signed: _____

Print: _____

Countersignature: _____

(ICT Leader or Head)