



ICT ACCEPTABLE USE POLICY - PUPILS

Approved by	Local Governance Committee
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1. Introduction and Aims

This policy outlines school processes for providing access to the internet, e-mail, and other communication and how the school protects pupils to keep them safe online.

All staff and any other adults involved in supervising children who are accessing the internet must familiarize themselves with the content of this policy.

2. Roles and responsibilities

2.1 The Headteacher

Will ensure that:

- Staff, students and parents are notified of this policy, and it is published on the school website.
- Staff training is up to date so that they can recognise potential misuse of the internet.
- Prior permission is sought from parents regarding using of images of their children for marketing and media purposes, including local press and the school website.
- The school records the permissions and checks for parental consent before images are posted.
- Information displayed on the website is accurate and up to date.

2.2 Staff

Will ensure that:

- Use of the internet will be used as a planned part of the curriculum, to enrich pupils' learning experience.
- Clear objectives will be given, and pupils are made aware of what constitutes acceptable use.
- Pupils are adequately supervised when working online.
- Where possible, websites for use through the curriculum are pre-checked and pre-selected to ensure that content is age appropriate.
- Any licences are purchased with prior permission of the IT team and Headteacher and recorded on appropriate systems within school, e.g., with the IT team and / or Business Manager.
- Pupils are taught about the dangers of the internet and how to keep themselves safe online.
- Where pupils are given access to a personalised school email account, emails are supervised and only used for the purposes set by the class teacher.
- They are taught to observe copyright rules.
- Specifically, pupils are taught:
 - Not to give out personal information online, without permission from a responsible adult
 - Never agree to meet anyone that they have met online
 - Not to accept unusual emails, links or attachments and to check with a responsible adult before opening
 - That information displayed on the internet may not be accurate or true
 - To talk to a responsible adult if they are at all worried

2.3 IT support staff

Will ensure that:

- The school monitors activity in accordance with Keeping Children Safe in Education guidance.
- Online content is filtered and that the firewall will not allow inappropriate material and will block inappropriate websites.
- Online content is monitored, using fit for purpose monitoring software which produces automated reports for the Designated Safeguarding Lead / Headteacher to highlight activity which may raise cause for concern.
- Regular checks are carried out to test the robustness of online safeguarding systems and processes.
- New licences are recorded for GDPR purposes.
- They work closely with the school to ensure that both hardware and software are fit for purpose and respond to changes in technology, particularly in relation to the curriculum.
- All anti-virus software and licences are kept up to date.

3. Breach of Acceptable Use

3.1 Unacceptable use

All pupils must comply with acceptable use and do everything they can to reduce their risk of viewing inappropriate material. Where rules are breached, the school will refer to the Behaviour Policy in issuing appropriate sanctions. Breaches may result in online privileges being denied.

The school reserves the right to examine or delete any files that may be held on the network, to monitor websites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

The following activities are not permitted:

- Sending or displaying inappropriate material
- Logging on to other people's accounts, even with their permission
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Downloading files without permission
- Use of chat rooms
- Sending anonymous messages or chain letters
- Use of ICT systems for private reasons, without the Headteacher's permission
- Downloading large files without prior permission from the IT team

3.2 Cyberbullying

Cyberbullying is defined as the use of ICT to deliberately cause harm or upset to another person. This could be via chat rooms, social media, email, use of images or through gaming sites.

Through the curriculum, assemblies and pastoral support, pupils are taught to be aware of the dangers of cyberbullying and to know that they can speak to any member of staff, or family member, if they are worried.

3.3 Unsuitable materials

Whilst the school makes every effort to protect pupils online, the scale and fast pace of technological changes cannot guarantee that unsuitable material will never appear on a computer screen. However, pupils must be taught that they must tell a teacher immediately if they see any material that makes them feel uncomfortable or that they know is not appropriate. In the unlikely event of an incident where a pupil is exposed to offensive or upsetting material, this will be referred to the Designated Safeguarding Lead and communicated with the IT department, staff and parents, as appropriate. The IT department will carry out investigations and take corrective action, ensuring policies and procedures are updated accordingly.

4. Cross references

- Anti-Bullying Policy
- Behaviour Policy
- Curriculum Policy
- Data Protection Policy

5. Useful links

[Online Safety - East Crompton St George's CE Primary School \(stgeorges-primary.org\)](http://stgeorges-primary.org)

Appendix: Acceptable Use Statement for Pupils

1. I will only use the internet at school for activities for which I have been given permission.
2. I will not willfully damage any school equipment.
3. If I am unsure about internet usage, I will ask my teacher.
4. I will only use the internet in the way that my teacher has taught me.
5. I will report any content or activity which makes me feel uncomfortable or which I find upsetting or which I know is wrong. I will not forward any such material to anyone else.
6. I will check who owns an image and that I have permission to use it before I re-use.
7. I understand that the school views and monitors my online activity.
8. I will not give out personal information (for example, full name, date of birth, address, contact number) without checking with a teacher first.
9. I will only send messages to people or sites that my teacher has approved.
10. I will not use the internet to arrange to meet someone outside of school hours. I will inform a teacher if someone online is asking to meet with me.
11. If I see something that I am not meant to see (for example, an email that is meant for someone else), I will report it to my teacher.
12. The messages I send will be polite, respectful, and responsible.
13. If I borrow a laptop/device from the school, it is my responsibility to ensure that it is returned without damage and with any personal accounts and files deleted.
14. I understand that if I break the rules about being safe and responsible online, I may have my online privileges removed and I may be sanctioned as per the Behaviour Policy. This also applies to any activity undertaken outside school which breaches acceptable use rules of the school.

Pupil Signature:	
Parent Signature:	
Date:	