



South Wingfield

PRIMARY SCHOOL

ICT Acceptable Use Policy (pupils)

New technologies have become integral to the lives of children in today's society both within school and in their lives outside school. The internet and other digital information and communication tools can stimulate discussion and promote creativity helping towards effective learning.

This policy is intended to ensure:

- that children and adults will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- South Wingfield Primary School will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Pupils' use of internet

- Use of the internet, including e-mail, is permitted as directed by the teacher for purposes such as research and learning activities directly related to the curriculum.
- Pupils will only be able to download a file under the direct supervision of a member of staff and it will be virus checked prior to being opened.
- The use of game-style activities should be monitored by the class teacher/TA to determine suitability. Violent games are NOT permitted.
- Personal e-mail, social networking or instant messaging sites are NOT to be accessed by pupils.
- Children should report any misuse of the internet to their teacher.
- Children should be made aware of the possibility and consequences of online bullying.
- When e-mail is required as part of a curriculum based lesson, ALL e-mails transmitted and received will be approved by teaching staff.
- No emails will be approved where it may include information that may offend others or where it does not respect the rights, beliefs and feelings of others.
- Pupils of South Wingfield Primary School should always remember that they are representing themselves and our school.
- Personal information such as full names, home addresses, and phone numbers will NEVER be sent by email.

Use of Mobile Phones

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- Pupils should NOT bring mobile phones to school. (see online-safety policy) However, there are certain circumstances (agreed with the Head Teacher when this will be allowed).

Use of digital images

- Any photos or videos taken by the children themselves during ANY school activity (including trips / camp) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook) unless parents have agreed to the image being shared. *The above excludes the publication of photos on the school website (see Online Safety policy for guidelines) as well as use by school for educational/display uses.*

ICT Code of Practice for Pupils and Parents/Carers Pupils

- I know that I will get to use the internet if I use it responsibly. I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means I should not look for bad language, inappropriate images or violent games, and I know that if I accidentally come across any I should report it to a teacher or parent.
- I know that my teacher can check the websites I have visited!
- I will treat my password like my toothbrush –and not share it with anyone (even my best friend), and I will log off when I have finished using the computer.
- I will NEVER tell anyone I meet on the internet my home address, my telephone number or my school's name without permission, or send a picture of myself.
- I will NEVER arrange to meet anyone in person.
- I will never hang around in a chat room if someone says or writes something which makes me feel uncomfortable or worried and I will always report it to a teacher or parent.
- I will never answer unpleasant, suggestive or bullying emails or messages and I will always report them to a teacher or parent. I know not to delete them straight away but show them to the person I have reported it to, as evidence.
- I will always be myself and not pretend to be anyone or anything I am not.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- At school, I may not download any software from the internet.
- I know that information on the internet may not always be reliable and may need checking.
- I know that some websites may be sponsored by advertisers.
- If I bring in memory sticks/CD ROMs from outside school I will give them to the teacher, to check for viruses and content, before opening a file.
- I will be polite and sensible when I email others and not send, or encourage, material which may offend or annoy others or invade another person's privacy.
- I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
- I will not bring a mobile phone to school.

Parents/Carers

- I will talk to my child about the points discussed within the ICT Code of Practice for Pupils and encourage them to understand how important they are.
- I understand that the school must be clear upon its guidance surrounding its use of the internet.

- I understand that issues or points of discussion that could be perceived as inappropriate or damaging to a child or adult linked to school should not be shared upon social networking or other related sites. Any such issues should be discussed in school.

Appendices

- Appendix 1 – ICT Code of Practice for Pupils and Parents/Carers

Version Control

Version number 4

Developed by Mrs O'Hara (*Computing coordinator*)

Initial draft shown and proof read by Mr Martyn Shaw (*ICT technician*) and Mrs F O'Hara (Headteacher)

A final draft was shown to Mrs. F. O'Hara and Governors

Mrs F O'Hara Headteacher

Mr P Jackson Chair of Govenors

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