Oliver's Battery
PRIMARY & NURSERY SCHOOL

Acceptable Use ICT Policy:

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Introduction

The internet is an essential element in 21st Century life for education and social interaction. The purpose of internet use in school is to promote pupil achievement, and to support the professional work of staff. Benefits include:

- Access to world-wide resources and research materials
- Educational and cultural exchanges between pupils world wide
- Access to experts in many fields
- Staff professional development such as access to online learning and forums

Access to the school's ICT network and use of ICT facilities, including access to the Internet, are conditional on observance of the following Acceptable Use Policy. The Aims of this Acceptable Use Policy are to:

- Allow all users access to school ICT resources and use of the internet for educational and recreational purposes.

- Provide a mechanism by which staff and pupils are protected from risks associated with going online, such as inappropriate contact, content or conduct.

- Provide rules relating to the use of computers and ICT facilities in school, which are consistent with the general policies of the school.

Pupil Responsibilities

In the interests of pupil safety and in an attempt to minimise the risk of pupils encountering inappropriate content, contact or conduct, the following provisions apply at school and are encouraged at home.

Staying Safe

- I will not give out personal information such as my address, telephone number, parents' work details, or the name or location of my school without my parents' or teacher's permission.
- I will tell my parents or teacher right away if I come across anything that makes me feel uncomfortable. If this is not possible, I know I can use the Report buttons on my homepage if I need to.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother, father or guardian along.
- I will never send a person my picture or anything else that could identify me without first checking with my parents or teacher.
- I will not eat or drink when at a computer.

Cyberbullying Problems

- I will not respond to any messages that are mean, or in any way make me feel uncomfortable. It is not my fault if I get a message like that. Instead, if I do I will tell my parents or teacher right away so that they can take action on my behalf. If this is not possible, I know I can use the Report buttons on my homepage if I need to.
- I won't use any communications device, whether it belongs to me or the school, for the bullying or harassment of others in any shape or form.

Good Digital Citizenship

- I will take responsibility for my own use of technologies, making sure that I use technology safely, responsibly and legally.
- I will apply the skills learnt in e-safety education, always looking out for potential risks posed by new technologies.
- At home I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not break these rules or access other areas without their permission.
  I will not give out my passwords to anyone (even my best friends) other than my parents. This also means I will log out when leaving a computer unattended. Also, I will only log on using my own login details, unless instructed to do otherwise by a member of staff.
  I will be a good online citizen and not do anything that hurts other people or is against the law.
- I will report any known misuses of technology, including the unacceptable behaviours of others.
- I will take care of all equipment, just as I do throughout the rest of the school.
- I will not attempt to access or damage other users' data, or compromise the privacy of others in any way.
- I understand that network activity and online communications are monitored, and this includes personal and private communications made via the school network.
- I will take responsibility for reading and upholding the standards laid out in the Acceptable Use Policy.

<u>Sanctions</u>

Pupils who break the school's code of conduct as to the use of the Internet will be dealt with according to the severity of the breach. However, as a guide, the following sanctions may occur:

- banned from using technology for a fixed or indeterminate period, e.g. no computer access for one week
- restriction on the use of technologies – e.g. no email, no internet for one week
- parents contacted about the incident

Any breach of these provisions will be dealt with according the severity of the breach. If the breach is a breach of law, the police will be called in straight away and all evidence will be preserved even to the non-use of the school network. If the breach is less severe school disciplinary action would result through established channels.

<u>School Responsibilities</u>

The school will have in place a filtering system to limit access to inappropriate materials. This system will be regularly reviewed, but relies on offending sites to be highlighted so we can block them for the future.

The school will make clear the range of sanctions for misuse of technologies. These will be levelled according to the seriousness of the offence. Cyber-bullying in any form will be dealt with in line with the school's Bullying Policy.

The school's ICT provider will maintain anti-virus protection and anti mal ware on all machines, and ensure this is updated when necessary.

The school will make clear the procedure for pupils who wish to bring in their own media (such as USB storage devices) in order to protect against viruses.

The school will monitor the use of email and the Internet by periodically checking temporary files, as well as accessing email accounts where there are reports of misuse.

The school will ensure all security measures are reviewed regularly against perceived risks to pupils and the latest technology.

The school will reward pupils in a variety of ways for positive use of technologies.

The school use Facebook and Instagram as a means of communication with parents and carers. The head teacher and SLT are responsible for all postings and will monitor responses from others.

We will adhere to the following regulations:

- Posts on the school's social media are created by the school only.
- Parents and members of the public are able to add comments to posts if they wish. Any negative comments will be removed by the school.
- To communicate with the school, there are a range of methods in place which parents can use. Comments on the school's social media should not be used when parents wish to communicate with the school.
- Photographs (or video) of pupils are only published to the school's social media where the school has signed consent from the parents. Parents are reminded that they must not publish photographs or video of school events to social media, since parents do not have the signed consent from other parents to do so.

<u>Monitoring</u>
The effectiveness of this policy will be monitored by the FGB.