



## Acceptable Use of ICT Policy

Internet use is a part of the statutory curriculum and is a necessary tool for staff and pupils. The Internet is embedded in modern life in terms of education, business and social interaction. Therefore, pupils will need to learn how to evaluate Internet information and to take care of their own safety and security.

Pupils will be given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation, in line with the child's age and maturity.

Pupils will be educated on how to use the Internet responsibly. They will be required to agree to and follow a set of rules on how to use the Internet appropriately and safely (see attached agreement form). Users are expected to abide by these rules at all times. Members of the school community who abuse the system will be dealt with in accordance with the school's Behaviour Policy.

Some material available via the Internet is unsuitable for pupils. Upwood Primary School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the scale and linked nature of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. If children encounter any uncomfortable material they will need to inform their class teacher immediately who in turn will inform the Computing Co-ordinator and the Head Teacher.

### Maintaining Safe Internet Access

- The security of the ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Whole-class or group e-mail addresses will be used.
- Pupils will not reveal personal details about themselves or others in e-mail communication.
- The contact details on the school's website are the school address, e-mail and telephone number; personal information will not be published.
- The Senior Leadership Team will take overall editorial responsibility and ensure that website content is accurate and appropriate.



- Pupils' names will not be used anywhere on the website without parental permission, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.

### **Unacceptable Internet Use**

The following list provides some guidelines on unacceptable Internet use.

#### Unacceptable use:

- accessing or creating, transmitting, displaying or publishing any material which is likely to cause offence, inconvenience or needless anxiety;
- accessing or creating, transmitting or publishing any defamatory material;
- receiving, sending or publishing material that violates copyright laws or Data Protection Acts or the Prevent Duty;
- transmitting unsolicited material to other users;
- unauthorised access to data and resources;
- user action that would cause corruption or destruction of other users' data or violate the privacy of other users or intentionally waste time or resources on the network.

### **Reviews**

Staff will discuss this policy as appropriate in staff meetings and inform children during Computing lessons of safe internet use procedures.

The Computing Co-ordinator will be responsible for keeping the policy up-to-date. It will be reviewed on a yearly basis.



## Rules for Responsible Internet Use:

- I will not bring in any software from outside school unless I have been given permission.
- I will not access other people's files without permission.
- I will only use the computers for school work and homework.
- I will ask permission from a member of staff before using the Internet and will only search for information that has been agreed with the teacher.
- I will only e-mail people I know and my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or anybody else's, or arrange to meet someone, unless my parent, carer or teacher has given written permission.
- I will tell the teacher if I see any unpleasant material or message that I am not sure about.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- Information I receive and use must be acknowledged in my presented work.
- I understand that information I receive on the Internet may not always be correct. It might be untruthful or unfair.

Child's name .....

Signed ..... Date .....

Parent/Carer signature..... Date .....

Access granted by Head Teacher ..... Date .....