



**Stoke By Nayland C of E Primary School  
Acceptable Use of ICT Policy  
Stoke by Nayland**

**The aims of this Acceptable Use of ICT Policy are to:**

- Ensure that all pupils benefit from the 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 are aware that Internet use in school is a resource and a privilege. If the terms of use are not met, the use of ICT will be restricted.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that may be brought into school.

This policy should be read in conjunction with the ICT curriculum policy

**1.1 General**

- 1.1 Virus protection software is used and updated on a regular basis.
- 1.2 A member of staff is appointed as responsible for the school's e-safety: – Ms McGrath
- 1.3 Stoke by Nayland School use a “filtered” Internet Service, which minimises the chances of pupils encountering undesirable material.

**2. School Responsibilities**

- 2.1 The Governing Body is responsible for ensuring that employees act in lawful manner, making appropriate use of school technologies for approved purposes.
- 2.2 The Governing body is responsible for adopting the relevant policies and the Headteacher is responsible for ensuring that staff are aware of their contents.
- 2.3 The ICT coordinator is responsible for maintaining an inventory of equipment and to whom equipment is issued.
- 2.4 If staff wish to borrow ICT equipment for school base work at home, the ICT coordinator should record the loan in accordance with FMSIS policy and standards.
- 2.5 If the Headteacher has reason to believe that ICT equipment is being used inappropriately, or in a way that may compromise safeguarding or safer recruitment practises, he will report such actions to the relevant authorities .

**3. Pupil Access to the Internet**

All staff at Stoke by Nayland C of E Primary School take the issue of Safeguarding very seriously. If an adult has reason to believe that a child is at risk from the use of the internet, they will follow the Safeguarding procedures (see policy).

- 3.1 The school will normally 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.
- 3.2 Members of staff are aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have.
- 3.3 Teachers will have access to pupils' office 365 accounts and other Internet related files and will check these as necessary on a regular basis to ensure expectations of behaviour and use are being met.

#### **4.. Expectations of Pupils using the Internet and other ICT Resources**

- 4.1 All pupils are expected to read and agree the Internet Agreement annually.
- 4.2 We expect all pupils 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.
- 4.3 Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- 4.4 Pupils are expected to use acceptable language; any rude language found in emails will mean restricted access. Pupils may only communicate and contact people they know or those the teacher has approved. They have been taught the rules of etiquette in email.
- 4.5 Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- 4.6 Pupils should not access other people's files unless permission has been given.
- 4.7 Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- 4.8 No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- 4.9 Pupils should not bring in CD ROMS from home to use at school unless a member of teaching staff has given approval. This is for both legal and security reasons. However, on occasions, homework may be brought in on CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- 4.10 Personal information such as phone numbers and addresses should not be given out and no arrangements to meet someone made unless this is part of an approved school project.
- 4.11 Mobile phones are not allowed in school except in exceptional cases, when the phone will be held in the School office and used as an emergency contact under supervision.
- 4.12 Other ICT devices may only be brought in from home, with the prior permission of the Headteacher or ICT coordinator. Inappropriate use is a breach of this AUP

*(A children's version of ICT responsibilities is included in the appendices)*

### **Stoke by Nayland C of E Primary School is a Safer Recruitment School**

#### **5. Expectation of Adults Using the Internet**

All adults working in school in employment, in a voluntary capacity or using the community internet site are expected to broadly abide by the standards set for pupils.

**Additionally:**

- 5.1 They are expected to protect passwords and not share school or pupil, or personal data to those without an entitlement to see it.
- 5.2 They must take care of sensitive data relating to pupils or staff or parents
- 5.3 ICT may not be used to transmit threatening material, chain letters or spam, or material of a violent or sexual nature, or of a discriminatory nature (*see anti discrimination policy*)
- 5.4 If a member of staff suspects that these terms are being breached, they should refer to the 'Whistle Blowing Policy' and report the matter to the Headteacher.

**The Local Authority or school may record or inspect any information transmitted through or stored in it's computers without notice when they suspect there is reasonable cause to believe that a user has violated the terms of this policy**

**6. School Website/Learning Platform**

- 6.1 The website/ Learning Platform will be regularly checked to ensure that the content does not compromise the safety of pupils or staff.
- 6.2 The publication of children's work will be decided by a teacher and only first names will be recorded
- 6.3 The school will not use digital photographs or video clips without parental consent (unless it is a group photograph which cannot identify individuals)
- 6.4 .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.

**7. Applying our AUP**

We aim to give users every opportunity to use ICT as a valuable educational and fun source of learning. However, persistent and deliberate misuse of the internet and other ICT equipment by pupils will result in reducing access to when activities can be closely monitored. This sanction will be for a set time according to the age of the pupil and the nature of the misuse and be in line with our behaviour policy. Parents will be informed of any serious breaches of policy by their child/ren.

*Signed..... (Headteacher)*

*Signed.....(Chair of Governors)*

*Date.....*

*Review: Annually*



## Appendix 1

### Stoke by Nayland C of E Primary School Home/School ICT and Internet Agreement

***Please read this form with your child to help them understand that it is important to use ICT sensibly and safely***

- I will behave sensibly when using ICT equipment
- I will ask for permission before using the internet.
- I will not go into anybody else's file without permission
- I will not share my passwords with my friends
- When I am writing, I will only use and send sensible things ( I will not use rude words)
- I will only use the computers for school work or homework, unless I have been given permission to use it for games.
- I will not download any files from the internet
- I will not give out my full name, address or telephone number on the internet.
- I will not print without permission (it can be very expensive!)
- I will not put programs from home on the school computers, but I can bring in a memory stick to show work from home.
- If when using the internet I accidentally find some pictures or words that are not suitable, I know it is important to tell a teacher \*

I have read through this home/school safe use of ICT agreement with my child and agree to these safety restrictions.

*\*The chances of this happening are very slim, but it is part of learning to discriminate when your children are older.*

Signed..... (Parent)

Child's name..... (Print)

Signed..... (Child, if you feel he/she is old enough to sign)

*Please keep one copy and return the other to school*



## Appendix 2

### Stoke by Nayland C of E Primary School ICT and Internet Agreement for Staff and Other Adults

I have read and understood the Acceptable User Policy and I agree to work within this policy to promote the safety and welfare of the pupils and staff at Stoke by Nayland C of E Primary School.

Signed.....

Printed.....

Date.....