HAVERSHAM VILLAGE SCHOOL

ICT ACCEPTABLE USE POLICY

INTRODUCTION

The internet is a valuable resource that can raise educational standards by offering teachers and pupils a wide range of resources from which to teach and learn. Learning to use the internet is part of the computing curriculum, and a key part of this is ensuring children's safety when using this tool.

AIMS FOR ENSURING RESPONSIBLE USE

- To establish school rules for children and adults using the internet.
- To enable children and adults in school to use the internet safely.
- To enable children and adults to understand procedures regarding unsuitable material on the internet, and make them aware of the possible risks associated with using the internet.
- To teach children how to use the internet safely, in school and elsewhere.

USING THE INTERNET

- Pupils will be taught that the internet can provide vast and valuable resources.
- Resources will be chosen carefully by the teachers and will be related to current work.
- Pupils may only use the site approved and set up by the teacher/ responsible adult.
- Staff will review websites to determine their suitability to the age and ability of the children **before** it is used by the children.

PUPIL ACCESS

- The school uses a filtered internet system that minimises the risk of undesirable material.
- Pupils will be allowed to use the internet only when there is a responsible adult present.

- Members of staff should be aware of the potential for misuse and will explain the school expectations to the pupils before they use the internet.
- All children and adults in school will be made aware of the school rules for responsible computer use, including use of the internet.
- Pupils should report anything that concerns them when using the internet to a responsible adult.
- Pupils do not have access to a personal school email.
- Pupils must not download any material, eg pictures, unless approved by a responsible adult.

STAFF ACCESS TO COMPUTERS AND THE INTERNET

- The school computer system is available for staff to use to enhance their professional activities, including teaching, research, resources, administration and management.
- E-mail and internet use should be appropriate for professional activity.
- Guidelines regarding the copyright of material should be adhered to.
- Images of pupils are only to be stored on school computers and not any personal mobile devices.
- Documents that contain pupil addresses and dates of birth must not be stored on mobile devices.
- Laptops and other ICT resources need to be locked away when the school is closed.
- Adults must check websites to be used in class before they are accessed by the children.
- Any infringement, misuse or accidental access should be reported to the head teacher.

ICT Acceptable Use Policy reviewed and rewritten by Hollie McEvoy – March 2017

To be reviewed (annually) – March 2018