

ICT Acceptable Use Policy (Primary Pupils)

The Pochin School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this The Pochin School requires all pupils' parents to sign a copy of the Acceptable Usage Policy **before** they use the School's ICT facilities.

Listed below are the terms of this agreement. All pupils at The Pochin School are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully** and sign and date it in order to indicate your acceptance of the Policy on your child's behalf. Access to the School's ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

1. Equipment

1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Printers are provided across The Pochin School for use by pupils. It is important that children learn to press the print key once and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

The Pochin School provides layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by the East Midlands Broadband Community (embc) which seeks to provide internet use that is safe and for educational purposes only.

2.2 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults

- A high level filtering system is in operation. This allows access only to children's search engines such as "Ask Jeeves for kids"
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

All children are given an email address which is used internally.

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

3. External Services

3.1 Managed Learning Environment Software [if applicable]

The Pochin School provides a web-based portal allowing children access to personalised learning resources and lesson materials. Use of this service should only be in accordance with instructions from the class teacher and in accordance with the following guidelines:

- It's Learning is provided for use of The Pochin School staff and pupils only. Access by any other party is strictly prohibited.
- Your child should never reveal his/her password to anyone or attempt to access the service using another pupil's login details.

4.0 Privacy and Data Protection

4.1 Passwords

Children will be given simple and an easy to remember password which they will learn to use.

5.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

6.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the *School's* ICT system is at your own risk. The Pochin School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

This Policy was agreed by the Governing Body in March 2015

Required Signature

PARENTS / CARERS

I have read this Acceptable Use Policy **and I have discussed this with my child.**

I agree for my child _____ Class _____

to use the Internet and email in accordance with the school guidelines.

Signed _____ **Parent/Carer**

Signed _____ **Pupil**

Date: _____

Please return this slip to The Pochin School.