

Whitwell Primary School



IT Acceptable Use Policy for Pupils

The Governing Board of Whitwell Primary School adopted
this policy on 30.06.2022

Signed _____

Chair

Record of Policy Reviews & Amendments

Date	Author	Any changes made?
16.06.16	SLT	
27.06.19	SLT	Changed ICT to IT
30.06.22	SLT	None

IT Acceptable Use Policy for Pupils

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

Listed below are the terms of this agreement. All pupils at Whitwell Primary School are expected to use the IT 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 IT 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

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.
- Changing or removal of software

These actions would 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.

2. Internet and Email

2.1 Content Filtering and Use of the Internet

Internet filtering is 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 (EMPSN) East Midlands Public Services Network which seeks to provide internet use that is safe and for educational purposes only.

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
- children are not allowed access to chat rooms at any time
- children are taught about safe Internet use by their teachers

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 email. On some occasions children may be offered the opportunity to use email outside the school, for example to communicate with children from other schools.

3. Privacy and Data Protection

3.1 Passwords

Children will be given simple and easy to remember passwords when needed which they will learn to use.

4. 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 who 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.

5. 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 IT system is at your own risk. Whitwell Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the IT systems.

"Online safety 10 Top Tips" for Children and Young People

1. Treat your password like your toothbrush – keep it to yourself
2. Only give your mobile number or personal website address to trusted friends
3. Block the bully – learn to block or report someone who is behaving badly
4. Save the evidence – learn how to keep records of offending text messages, pictures or online conversations
5. Don't retaliate or reply
6. Check your profile and make sure it doesn't include any personal information
7. Always respect others – be careful what you say online and what images you send
8. Think before you send – whatever you send can be made public very quickly and could stay online forever
9. Look out for your friends – and do something if you think they are at risk
10. Tell your parent, carer or a teacher if something or someone makes you feel uncomfortable or worried

Two websites which provide practical information on online safety for children, young people and parents are:

- www.thinkuknow.com
Latest information on the sites you like to visit, mobiles and new technology: what's good, what's not and what you can do about it.
- www.childnet.com
A website aimed at making the internet a safer and more enjoyable place for children.

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Child's name:

***I have read the IT Acceptable Use Policy for Pupils and I have discussed it with my child.**

I agree for my child to use the Internet and email in accordance with the school guidelines.

Signed _____ **Parent/Carer**

Signed _____ **Pupil**

Date: _____

Please return this slip to the school office.

**The acceptable use policy is available in school or can be found on the school website under parent's information.*