

# WHITEFIELD PRIMARY SCHOOL

## Acceptable Use Policy



Reviewed: March 2013

Review date: March 2016

# WHITEFIELD PRIMARY SCHOOL

## Acceptable Use Policy

At Whitefield Primary School we provide pupils with a number of opportunities to use the technology to support learning. They have access to class computers, laptops and Ipads which all provide access to the internet. Staff also have access to this range of equipment.

### ***Access arrangements***

Pupils are encouraged to use the internet regularly in school via various forms of technology. The pupil eSafety rules apply to the use of all devices. Access to the internet is provided to staff and pupils through a filtered system to ensure minimal risk of accessing inappropriate material online. Should this occur accidentally, staff and pupils are both required to act swiftly in reporting this to senior members of staff.

### ***Ipads***

Ipads are used in school across all year groups. Apple technology requires more careful monitoring by staff to ensure appropriate access. Staff are aware of this and must remind pupils of the eSafety rules regularly, also ensuring that they are displayed in class.

### ***Staff are expected to:***

- Comply with all copyright, libel, fraud, discrimination and obscenity laws;
- Communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector and in line with the Whitefield Code of Conduct and Safer Working Practices guidance, 2009;
- Display the eSafety rules in class and remind pupils of them regularly;
- Ensure that pupils know and understand that no internet user is permitted to;
  - Retrieve, send, copy or display offensive messages or pictures;
  - Use obscene or racist language;
  - Bully others;
  - Damage technology devices;
  - Violate copyright laws;
  - Use another user's password;
  - Trespass in another user's folders, work or files;
  - Intentionally waste resources
- Show pupils how to use the internet protection system called 'Hector the Protector' on the PCs in order to respond to any unsuitable sites or images that are accidentally encountered immediately. If this occurs, staff must then report this immediately to the head teacher;

***Pupils are expected to:***

- Fully adhere to the pupil agreement for eSafety rules (*see appendices*);
- Report any concerns about cyber-bullying to school immediately;

***Parents are expected to;***

- Support this school policy;
- Discuss the acceptable use rules with their child and sign the agreement;
- Ensure their child accesses appropriate material online at home;
- Report any concerns about cyber-bullying to school immediately;

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Head teacher

March 2013

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Chair of Governors

*(This Policy will next be reviewed in March 2016)*

APPENDICES

## Pupil Acceptable Use Agreement

- I will only use ICT in school for school purposes
- I will only use my class email or school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell others my passwords
- I will only open or delete my own files
- I will make sure that all ICT contact with other people is polite, responsible and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my personal details to anyone online
- I will not arrange to meet anyone that I have met online
- I will be responsible for my behaviour when using ICT because I know that these rules keep me safe
- I know that my use of ICT can be checked and that my parent/carer will be contacted by a member of staff if there are any concerns about my eSafety
- I will look after the technology in school and treat it with respect

Dear Parent/Carer

At Whitefield, we use a range of technology to enhance learning. This technology has access to the internet. We expect all pupils to be safe and responsible when using any ICT.

Please read our acceptable use rules with your child and return the slip at the bottom of this page. If you have any concerns or would like more information, please contact Mrs Menagh.

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Parent/carer return slip

We have discussed this and .....(child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Whitefield Primary School.

Parent/carer signature: .....

Class: ..... Date:.....