Breadsall CE Primary School

Acceptable Use if IT for Pupils

1. Introduction

1.1: Breadsall CE Primary recognises the essential and important contribution that technology plays in promoting children's learning and development, both at school and at home, and recognises that Computing is a compulsory part of the national curriculum. All pupils within school have the opportunity to use a range of IT resources, including internet access, as an essential part of learning. This includes access to:

- Computers, laptops, tablets and other digital devices
- The internet, which may include search engines and educational sites
- School learning platforms/ school network
- Digital cameras, webcams and video cameras

1.2: This policy sets out the expectations of the school for pupils in how they use and interact with IT systems in schools. It will be reviewed annually.

1.3: This policy links to other policies, including:

- Anti-bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Data Protection Policies
- Foundation Subjects Policy
- Relationships and Sex Education (RSE) Policy

2. Aims

2.1: Breadsall CE Primary School seeks to ensure that all members of its community are safe and responsible users of technology. We will support our pupils to:

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly, respecting system security and password security
- Be kind online and help us to create a community that is respectful and caring, on and offline

- Be safe and sensible online, and always know that all pupils can talk to a School Adult if they are unsure or need help.

2.2: We value the importance of safe behaviour. The following behaviour will be dealt with according to the school's Behaviour and Anti-Bullying Policies.

- Deliberately uploading or adding any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- Misuse or deliberate damage to school equipment.
- Using technology without permission or at times that are not allowed.
- Bypassing school filtering and monitoring systems (this includes, but is not limited to, the use of VPN, personal hotspot devices, attempting to change school computer settings, using portable apps and anonymous browsers).

2.3: We recognise there are potential risks. The School will take all reasonable precautions including monitoring and filtering systems, to ensure that pupils and staff are as safe as possible when using school equipment, the internet and systems. This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation. The School reserves the right to monitor the activity of all users on school systems. We will refer to Saferinternet.org.uk provider self-certification when selecting providers to ensure they meet appropriate safety standards.

2.4: We recognise that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace and will regularly review the methods used to identify, assess and minimise online risks, as well as examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted. The School cannot be held responsible for the nature and content of materials accessed on the internet or when using mobile technologies.

2.5: If we believe a pupil has committed a criminal offence, the appropriate authorities will be contacted. School owned information systems, including Wi-Fi, must be used lawfully. The Computer Misuse Act 1990 makes the following criminal offences:

- to gain unauthorised access to computer material;
- to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

2.6: We recognise that no technical system can replace online safety education. Our staff will:

- Embed online safety education in curriculum delivery, wherever possible.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.

- Have an awareness of E-Safety issues through regular training.
- Take appropriate action where necessary.

2.7: Some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss. We will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils and seek input from specialist staff as appropriate, including the SENCO and Child in Care Lead.

2.8: We believe that pupils and parents have an important role to play in developing responsible behaviour. To support our schools in developing pupils' knowledge and understanding about online safety, we will share this policy with pupils in school and encourage parents to read and discuss the policy with the children at home.

2.9: We ask all parents to support our approach to online safety by role modelling safe and positive online behaviour, such as sharing images, text and video responsibly, and by discussing online safety whenever children access technology at home.

2.10: Pupils or parents can speak with Adults in School or the Designated Safeguarding Lead about any concerns.

2.11: We encourage pupils and parents to find out more information via other websites such as:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

3: Acceptable Use Guidelines for pupils

See Appendix A and Appendix B

This policy was approved by Governors in June 2023

To be reviewed June 2025

Appendix A

KS2 Pupil Agreement

Pupils are permitted to use IT systems on the following conditions:

- I will only use ICT systems in school, including the internet, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available on request to teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.

Appendix B

Reception / KS1 Pupil Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of computers/tablets and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer/tablet