

# Witherley C.E. Primary School



## ICT Pupil Acceptable Use Policy

Reviewed and amended: Spring 2019  
Next review: Spring 2022

## **Witherley CE Primary School - ICT Pupil Acceptable Use Policy**

Witherley CE Primary 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.

All pupils at Witherley CE Primary School are expected to use the ICT facilities in accordance with the following terms. All children sign an acceptable use agreement each year which is displayed in their classroom.

### **Equipment**

#### **Care of the equipment**

All the children are expected to 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, ipads, 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 children with reliable and available computer equipment and it has a cost implication for the school.

### **Printers**

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

### **Internet and Email**

#### **Content Filtering and use of the Internet**

Witherley CE Primary School provides internet filtering, designed to remove controversial, offensive or illegal material that would cause children to be upset. The School makes use of the filtering services provided by Capital Bytes which seeks to provide internet use that is safe and for educational purposes only. The School also uses Securax monitoring system.

### **Email**

As part of your child's work in computing and other subjects, we offer supervised access to the internet. 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:

- access to the internet is supervised by adults
- a medium 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

### **External Services**

#### **Managed Learning Environment Software [if applicable]**

We use a number of educational websites such as Mymaths and Sumdog to provide web-based portals 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:

- Mymaths, Times Tables Rockstar & Sumdog are provided for use of Witherley CE Primary 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.

## **Privacy and Data Protection**

### **Passwords**

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

### **Mobile technologies**

Mobile phones and other technologies such as ipads and smart watches should not be brought into school. 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.