

# Witherley C.E. Primary School



## ICT Pupil Acceptable Use Policy

Reviewed and amended: Autumn 2025  
Next review: Autumn 2028

## **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.

### **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

### **Printers**

Printers are provided across the school for use by pupils. Pupils will be taught how to use printers correctly and effectively.

### **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 monitoring and filtering services provided by emPSN which seeks to provide internet use that is safe and for educational purposes only

#### **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, such as misinformation and sexualised images/content. As a school we use a range of measures to minimise these risks:

- access to the internet is supervised by adults
- a monitoring and 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 as part of the curriculum
- Smart phones/watches with internet access are not allowed to be used in school. Phones must be handed into the class teacher for safe keeping and internet access disabled on smart phones.

### **External Services**

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

We use a number of educational websites such as Times Tables Rockstars 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:

- Times Tables Rockstars, Scratch, Tinkercad, Turtle Logo, iStopmotion and Codu are provided for use by 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 logins 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.