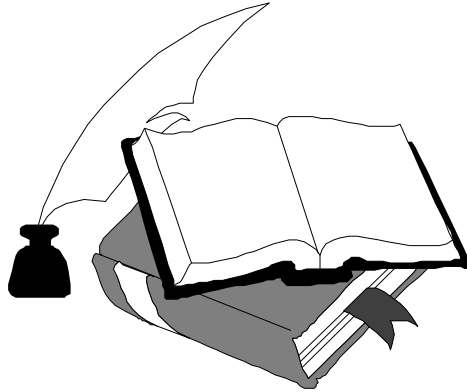


Alderman Payne Primary School



ICT acceptable use for pupils Policy

Date reviewed: June 2025

Next review: June 2027

ALDERMAN PAYNE PRIMARY SCHOOL ICT Acceptable Use Policy – Pupils

(See also IPad Acceptable use policy, Zoom risk assessment)

The designated member responsible for Internet safety in the school is Mrs Mulford (safeguarding lead), and the Governor is Paul Stratford (Chair).

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.
- To give pupils clear guidance on safe and acceptable use of these resources.
- Provide guidance to pupils on the safe use of the internet.
- Make pupils are aware that Internet use in school is a resource and a privilege. If the resource is abused, then the privilege will be taken away.

ICT Vision

At Alderman Payne Primary School we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning in line with our school's vision.

General

- Virus protection software is used and updated on a regular basis.
- A member of staff will be appointed as responsible for the school's e-safety.

Pupils' Access to the Internet

Alderman Payne Primary School's technology infrastructure is designed to minimise the risks associated with the use of technology. Safeguards built into the school's infrastructure include a secure, private EastNet internet connection with a direct link to the National Education Network. This is provided and maintained The ICT Service on behalf of the local authority. EastNet provides a managed firewall that places restrictions on the download of software, apps and specified file types from known compromised sites. Enhanced Smoothwall web filtering is provided to all EastNet sites as standard.

Alderman Payne will normally only allow children to use the internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to pupils' emails and other internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Expectations of Pupils using the Internet in school.

(For information about internet usage during remote learning, see the remote learning policy, and also "Zoom" protocols in the appendix)

- All pupils are expected to read and agree the Internet Agreement.
- At Alderman Payne, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and the language they use.
- Pupils using the Internet are expected to avoid deliberately seeking out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected to use inoffensive language in their email communications and only contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs portable media should be brought in from home for use in school.
- Homework completed at home may be brought in on portable media, but this will have to be virus scanned by the class teacher before use.

- Personal printing is not allowed on our network.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Uploading and downloading of non-approved software is not permitted.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

School Website and Blog

- The website is regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publications of children's learning on the web or blog will be decided by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

Personal Devices

Pupils may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of staff and authorised by the school.

Inappropriate use is in direct breach of the school's acceptable use policy.

Home School links

We have different learning platforms depending on the age of the child.

- When the children start in Reception we use "Tapestry." Observations including photos and videos are only shared with families of children included in the observation. Family comments can be seen by the family of any child linked to the observation. Parents receive information outlining this as they are added to the platform. Staff and parents are able to post photos of the child. Only the parent of the child can see these, not the whole class.
- Children in Years 1-6 use Class Dojo. Home learning is posted by the class teacher for the children to respond to at home. Posts can be made individually to families or classes. Only families of those within the post can see the message and comments. Whole school posts are used to notify parents and share communication. This is not usually used for parents to communicate with school and is not designed for pupil communication.
- From Year 3 to 6 we use G-Suite. Children can communicate with each other through their school email. However this is a closed email system, no external agency can access this. Periodically this is monitored in school. This can be checked if a concern is reported.

Sanctions

- Persistent misuse of the internet by pupils will result in reducing access to the Internet.
- Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

No application or services accessed by users may be used to bring the school or its members into disrepute.

All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others.