



Computing

Acceptable Use Policy (pupils)

<u>Review Programme</u>	
Policy adopted:	Summer 2019
Date for next review:	Summer 2021
Signed – Headteacher:	Mrs. P. Campbell

COMPUTING Acceptable Use Policy (Primary Pupils)

Sketchley Hill 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. To allow for this Sketchley Hill requires all pupils' parents to sign a letter to confirm they understand what is meant by 'acceptable use'.

Listed below are the terms of this agreement. All pupils at Sketchley Hill are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully** and sign the additional letter to indicate your acceptance of the Policy on your child's behalf. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

Equipment

Care of the equipment

All the children will 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, 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 your child with reliable and available computer equipment and it has a cost implication for the school.

Printers

Printers are provided across the Sketchley Hill 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

Sketchley Hill provides a number of layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by SafeSearchKids which seeks to provide internet use that is safe and for educational purposes only.

Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. 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:

- All access to the Internet is supervised by adults
- A 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
All children are given an email address which is used internally.

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Never say anything online that you wouldn't say to someone face to face.**
- **Use appropriate language**

External Services

Managed Learning Environment Software

It has been decided that the use of external VLE software is not applicable to our school and that we have developed our own VLE that is embedded within our newly designed website. The VLE has access to learning support materials that will enable children to continue learning at home.

Privacy and Data Protection

Passwords

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

Data Protection

Sketchley Hill Primary School is registered as the Data Controller for the purposes of the Data Protection Act 2018. The School is fully committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

All staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities and adhere to the Data Protection Policy. Pupils are taught the importance of handling sensitive material appropriately and are **not** allowed to use or collate personal data in their school work.

Mobile technologies

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.

Some children in Years Five and Six walk to school and we acknowledge the need for them to carry mobile phones. Once in class, these phones are switched off, placed in a secure box and stored in the office until the end of the day.

Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school cannot be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions.

Use of any information obtained via the school's computing system remains at your own risk.

Sketchley Hill specifically denies any responsibility for the accuracy of information obtained whilst using the computing systems.