

Dinting Church of England Voluntary Aided Primary School

ICT Acceptable Use Policy

Policy No: 57

Dinting Church of England Primary School's ICT Vision

At Dinting Church of England Voluntary Aided Primary School we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to use ICT confidently, appropriately and safely.

Dinting Church of England Primary School's Strategy

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

Pupil's Access to the Internet

Dinting Church of England School use Capita "filtered" Internet service, which will minimise the chances of pupils encountering undesirable material. Dinting Church of England School 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' e-mails 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

- All pupils are expected to agree to the terms of the Pupil Internet and ICT Agreement
- At Dinting Church of England Primary School, 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 language they use.

- Pupils using the Internet are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to their teacher or the ICT co ordinator, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any inappropriate language in their e-mail communications and contact only people they know or those the teacher has approved
- Pupils will not use e-mail until they have been taught the rules of etiquette in e-mail and are expected to follow them
- Pupils must have permission before accessing the internet and have a clear idea why they are using it
- 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 files may be downloaded to the computer from the internet without permission. This is to prevent corruption of data and avoid viruses
- No programs on disc, or memory sticks should be brought in by pupils from home for use in school although staff can seek permission from the Head teacher. This is for both legal and security reasons.

November 2012	Policy updated to reflect changes in application services and reference to staff removed as separate staff policy introduced.
June 2016	Policy wording updated to reflect developments in IT hardware