

## **ICT ACCEPTABLE USE POLICY**

New technologies have become integral to the lives of children in today's society, both within school and in their lives outside school. The internet and other digital information and communication tools can stimulate discussion and promote creativity helping towards effective learning.

### **This policy is intended to ensure:**

- that children and adults will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Fletewood School will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### **Pupils' use of internet**

Use of the internet, including e-mail, is permitted as directed by the teacher for purposes such as: - research and learning activities directly related to the curriculum.

Pupils will only be able to download a file under the direct supervision of a member of staff.

The use of game-style activities should be monitored by the teacher to determine suitability. Violent games are NOT permitted.

Personal e-mail, social networking or instant messaging sites are NOT to be accessed by pupils.

Children should report any misuse of the internet to their teacher.

Children should be made aware of the possibility and consequences of online bullying.

When e-mail is required as part of a curriculum based lesson, ALL e-mails transmitted and received will be approved by teaching staff.

No emails will be approved where it may include information that may offend others or where it does not respect the rights, beliefs and feelings of others. Pupils of Fletewood School should always remember that they are representing themselves and our school.

Personal information such as full names, home addresses, and phone numbers will NEVER be sent by email.

## **Staff use of internet**

- Use of the internet on school premises should principally be for school use, e.g. accessing learning resources, educational websites, researching curriculum topics, use of email on school business.

Use of the school's internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is prohibited.

Teachers should not be accessing the internet for personal reasons whilst teaching children.

Use of the internet to access any illegal sites or inappropriate material is a disciplinary offence. (If accessed accidentally users should report incident immediately to the Headteacher and it should be logged.)

The school recognises that many staff will actively use Facebook, Twitter, and other such social networking sites, blogging and messaging services. Staff must not post material (including text or images) which damages the reputation of the school or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material that could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

It is never acceptable to accept a 'friendship request' from pupils at the school, as in almost all cases children of primary age using such networks will be breaching terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex- pupils who are still minors. If a parent of a pupil seeks to establish contact, the member of staff should exercise their professional judgment, although it is recommended that contact is prohibited.

Setting a high security level on social networking sites is advisable.

## **Use of portable computer systems, USB sticks or any other removable media**

- All sensitive data, such as children's details and reports, should be stored on an encrypted storage device or password-protected laptop. Other data, such as lesson plans and resources, may be stored on unencrypted devices.

## **Use of mobile phones**

Staff should NOT use their personal phones for school business or for taking photographs of children, unless, in exceptional circumstances, an emergency telephone call needs to be made.

Mobile phones should not be used when teaching, unless in an emergency or pertaining to safeguarding issues.

Pupils should NOT bring mobile phones to school without the permission of the Headteacher. Permission is to be requested by the parent or guardian and reasons for

the request must be stated. A request for permission does not imply that permission will be granted. All mobile phones will be collected for safe keeping at the start of each school day and may be collected at the end of the day when the pupil leaves.

### **Use of digital images**

Any photos or videos taken by teachers, other adults (including parents), and the children themselves during ANY school activity (including trips / camp) should not be put on public display or published anywhere on the internet (including social networking sites such as Facebook).

*The above excludes the publication of photos on the school website (see E-safety policy for guidelines) as well as use by school for educational/display uses.*