ACCEPTABLE USE OF ICT POLICY

THIS POLICY is a statement of the aims, principles and strategies for the acceptable use of the ICT at Spittal Community First School.
IT WAS DEVELOPED during the summer of 2011, through a process on consultation between teachers and Governors.
IT WAS APPROVED by the Governing Body in summer 2011 and reviewed in 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2024.
THIS POLICY WILL BE REVIEWED in 2025.

Introduction

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner. ICT use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn.

School's Strategy

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet and associated technologies. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.

- All pupils will have their own login and password.

- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.

- The school will regularly monitor pupils' Internet usage.

- Pupils, teachers, governors and parents will be provided with training in the area of Internet safety.

- Uploading and downloading of non-approved software will not be permitted.

- Virus protection software will be used and updated on a regular basis.

- The use of personal memory sticks, or other digital storage media in school by pupils is not permitted.

- Staff are to use encrypted storage devices.

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- Staff and pupils will use school phones and cameras in school not their own cameras or mobile phones.

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will pupils report accidental accessing of inappropriate materials in accordance with school procedures.

- Pupils will use the Internet for educational purposes only.

- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

- Pupils will never disclose or publicize personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Pupils will use approved class email accounts under supervision by or permission from a teacher.

- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

- Usernames will be used to avoid disclosure of identity.

- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

- The publication of student work will be coordinated by a teacher.

- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission. Personal pupil information including home address and contact details will be omitted from school web pages.

- The school website will avoid publishing the first name and last name of individuals in a photograph.

- The school will ensure that the image files are appropriately named

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and related technologies may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

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Spittal Community First School

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Headteacher .
School Name

Name of Pupil: _____

Class/Year: _____

Pupil
I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____   **Date:**

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph □   I do not accept the above paragraph □
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.
I accept the above paragraph □   I do not accept the above paragraph □
(Please tick as appropriate)

Signature: _____ Date: _____

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Staff/Governors/Volunteers

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Signature: _____   **Date:**