

Hartington C of E Primary School

Acceptable Use of IT Policy for pupils

At Hartington C of E Primary School we provide pupils with a number of opportunities to use the technology to support learning. They have access to class computers, laptops and Note Books which all provide access to the internet. Staff also have access to this range of equipment.

Access arrangements

Pupils are encouraged to use the internet regularly in school via various forms of technology. The pupil E-Safety rules apply to the use of all devices. Access to the internet is provided to staff and pupils through a filtered system to ensure minimal risk of accessing inappropriate material online. Should this occur accidentally, staff and pupils are both required to act swiftly in reporting this to senior members of staff.

Note Books

Note pads are used in school across all year groups. All technology requires careful monitoring by staff to ensure appropriate access. Staff are aware of this and must remind pupils of the E-Safety rules regularly, also ensuring that they are displayed in class.

Staff are expected to:

- Comply with all copyright, libel, fraud, discrimination and obscenity laws;
- Communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector and in line with the Hartington Code of Conduct and Safer Working Practices guidance, 2009;
- Display the E-Safety rules in class and remind pupils of them regularly;
- Ensure that pupils know and understand that no internet user is permitted to:
 - o Retrieve, send, copy or display offensive messages or pictures;
 - o Use obscene or racist language;
 - o Bully others;
 - o Damage technology devices;
 - o Violate copyright laws;
 - o Use another user's password;
 - o Trespass in another user's folders, work or files;
 - o Intentionally waste resources
- Show pupils how to use the internet protection system on the PCs in order to respond to any unsuitable sites or images that are accidentally encountered immediately. If this occurs, staff must then report this immediately to the head teacher.

Pupils are expected to:

- Fully adhere to the pupil agreement for E-Safety rules (*see appendices*);
- Report any concerns about cyber-bullying to school immediately;

Parents are expected to:

- Support this school policy;
- Discuss the acceptable use rules with their child and sign the agreement;
- Ensure their child accesses appropriate material online at home;
- Report any concerns about cyber-bullying to school immediately;

Approved: _____ Review: _____ Signed: _____

Pupil Acceptable Use of IT Agreement:

- I will only use IT in school for school purposes

- I will only use my class email or school email address when emailing

- I will only open email attachments from people I know, or who my teacher has approved

- I will not tell others my passwords

- I will only open or delete my own files

- I will make sure that all IT contact with other people is polite, responsible and sensible

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately

- I will not give out my personal details to anyone online

- I will not arrange to meet anyone that I have met online

- I will be responsible for my behaviour when using IT because I know that these rules keep me safe

- I know that my use of IT can be checked and that my parent/carer will be contacted by a member of staff if there are any concerns about my eSafety

- I will look after the technology in school and treat it with respect

Dear Parent/Carer,

At Hartington School, we use a range of technology to enhance learning. This technology has access to the internet. We expect all pupils to be safe and responsible when using any IT.

Please read our acceptable use rules with your child and return the slip at the bottom of this page. If you have any concerns or would like more information, please contact the schools Head teacher.

Parent/carers return slip

We have discussed this and(child's name) agrees to follow the E-Safety rules and to support the safe use of IT at Hartington C of E Primary School.

Parent/carers signature: _____

Class: _____ Date: _____