Hady Primary and Nursery School

ICT ACCEPTABLE USE (STUDENTS)

Contents

The school and governors are responding as cautiously and sensibly as they can to the fact that Hady Primary School is temporarily an ONLINE SCHOOL.
This has implications for families.
Parents/ carers:

1. Parents/ carers are responsible for guiding their child's online activity and behaviour. Children can access all school learning via school tools such as Google Classroom and Tapestry. They will be required to use some social media to access learning eg You Tube. We are keen to include all students in learning through a wide a range of media and tools as are available to us, including Parent Hub and You tube (which will be restricted)

2. Parents/ carers should decide which social media/platforms their children are allowed access to and should monitor this appropriately putting appropriate limits on screen time as they see fit.

3. Parents/ carers may be contacted if a child's online behaviour is unkind or does not meet the conditions of this policy.

4. Parents/ carers should contact the school if they require advice or information about online activity.

5. Parents/ carers should report or block to solve any online conflicts which are not related to school.

6. Parents/carers must not allow their child to put their photo on google classroom

<u>Summary</u>

This policy provides us with a framework for meeting statutory requirements where these relate to the use of electronic information sources, the publication of information electronically and the use of information and communications technology and to promote high quality teaching and learning through the use of ICT as an integral part of every student's education. The policy also serves to protect students in their use of ICT and to clarify what is deemed acceptable and unacceptable in terms of their use of ICT.

<u>Purpose</u>

To interpret statutory requirements where these relate to the use of electronic information sources, the publication of information electronically and the use of information and communications technology in school and to promote high quality teaching and learning through the use of ICT as an integral part of every student's education.

Scope
This policy applies to all technology and communications equipment (e.g laptops, tablets with Internet access etc).

Implementation

Introduction
The school's IT resources are essential to the effective delivery of educational provision. Networked facilities, including internet access, are available to pupils within the school and should be used to promote educational learning. It is therefore vital that all students are aware of the school's policies and procedures relating to the use of IT resources.

Process
- Access and Usage of IT equipment
- Pupils should only access the system with their 'login'.
- Pupils should not take part in any activity which threatens the integrity of the school's ICT systems or which may be detrimental to the image of Hady Primary School.
- Pupils should respect and abide by copyright laws.
- Pupils should not use the computer systems of the school to access or distribute inappropriate materials such as inappropriate images, racist, offensive material or breach copyright in any way.

Use of Internet, messaging
Internet and electronic communication use is integral to the effective delivery of educational services provided by the school. Nothing in this policy should be read as restricting the proper use of email and Internet for school activities. Limited personal use of school's Internet and communication system is permitted subject to these principles and guidance notes. However, no social media is accessible through the school's computer system ie Whats App

Electronic communication -
Pupils and parents must not communicate in any way that is insulting or offensive. Pupils and parents must not deliberately view, copy or circulate any material that:

could constitute bullying, is explicit or obscene, is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive, contains material the possession of which would constitute a criminal offence, promotes any form of criminal activity, contains unwelcome propositions, contains images, cartoons or jokes that will cause offence, appears to be a chain letter.

The school reserves the right to make appropriate arrangements to monitor, log, record and access all communications at any time without notice. Where there was good cause, this situation will be closely monitored by the school's Network Manager, if directed by the Head. The following details are recorded by the system in respect of every electronic message:
- The name of the person sending the email,
- The email addresses of all recipients and copy recipients,
- The size and name of any file attachments,
- The date and time sent,
- A copy of the email,
- A copy of file attachments.

The school may produce monitoring information, which summarises email usage and may lead to further enquiries being undertaken. Monitoring information will be kept for at least six months.

Internet Usage
Many Internet sites contain unacceptable contents. Student's must not deliberately view, copy or circulate any material that: is explicit or obscene, is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive, contains material, the possession of which would constitute a criminal offence, promotes any form of criminal activity, contains images, cartoons or jokes that will cause offence, constitutes bullying, is not age appropriate content.

All monitoring information will be kept for at least six months.
Accidental Access to Inappropriate Material from internet sites that contain unacceptable content are blocked automatically by the school's filtering systems. However, it is not possible to block all 'unacceptable' sites electronically in all circumstances. If students become aware of any sites that require re-categorisation they should inform the school's Network Manager as soon as possible. students may receive an email or visit an Internet site that contains unacceptable material. If this occurs, the school's Network Manager should be informed as soon as possible. At home it is for the parent to ensure this filtering is in place.

Review Process

The Governors have responsibility for: ensuring that this policy is in place, monitored continually and reviewed periodically, ensuring that any complaint arising from the operation of this policy is dealt with in accordance with the School's Complaints Policy, encouraging, supporting and acclaiming good practice

The Head teacher is responsible for: implementing this policy, supporting appropriate action where this policy is not adhered to, where appropriate, ensuring students and parents are aware of this policy, eliciting their support for it and allowing them an opportunity to comment on its effectiveness. Encouraging supporting and acclaiming good practice, ensuring that CEOP guidelines are followed and promoted.

The ICT Network Manager is responsible for: supporting the implementation of the policy through regular monitoring of sites accessed by pupils, supporting the implementation of the policy through ensuring that appropriate safeguards are in place to protect Hady pupils, reporting misuse of ICT facilities to the Head teacher, facilitating the withdrawal of the access rights of individual users where deemed appropriate by the Head teacher or ICT Network Manager. facilitating ICT purchases in support of this policy within pre-determined budgets in consultation with the SBM and Head teacher, ensuring that CEOP guidelines are followed and promoted.

Monitoring, Evaluation and Policy Review

We will collect, study and use quantitative and qualitative data relating to the implementation of this policy, and make adjustments as appropriate. The policy will be reviewed during this period of closure