



**Milton Road Primary School**  
**Acceptable Use of ICT Policy**



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At Milton Road Primary School, we know that new technologies have become integral to the lives of children and young people in today's society, both within school and outside of school.

We understand that the internet and other digital information and communications technologies are powerful tools, which open up new opportunities. We know that these technologies can effectively support our school values of curiosity and creativity and promote effective learning.

This Acceptable Use of ICT Policy supports the school's aim of ensuring that all users are supported in their entitlement to safe internet access and that appropriate use is made of digital information and communication technologies.

#### **Aims:**

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.
- Give pupils clear guidance on safe and acceptable use of these resources.
- Make pupils aware that Internet use in school is a resource which must be used responsibly and not abused.
- Empower children to make relevant and safe choices in their use of ICT to support their learning and development.
- Ensure that staff and volunteers are responsible users and stay safe while using the internet and other communications technologies for educational and personal use.
- Ensure 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.
- Ensure that staff are protected from potential risk in their use of ICT in their everyday work

#### **Pupils' Access to the Internet**

At Milton Road Primary School, we use a Cambridgeshire County Council "filtered" Internet Service, which minimises the chances of pupils encountering undesirable material.

As a school, we 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 are aware of the potential for misuse, and are responsible for explaining to pupils, the expectations we have of them.

Teachers will have access to pupils' 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**

At Milton Road 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. As such:

- 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 a teacher.
- Pupils are expected not to use any rude or offensive language in their email communications and contact only people the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils will not access social networking sites unless expressly permitted by the school or as part of a specific learning activity.
- Pupils should not access other people's files unless permission has been given.
- School computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No applications may be downloaded to the school's computers from the Internet or brought in on portable media from home for use in school.
- School work completed at home may be brought in on portable media, but this must be virus scanned by the class teacher before use.
- Personal printing is not allowed on the school network.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- As a school, we encourage the use of anti-virus software on machines used at home.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

### **Sanctions**

Persistent misuse of the internet by pupils will result in reduced access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

### **Staff Use of the internet and ICT**

At Milton Road Primary School, we want all our members of staff to be safe and to be safe users when it comes to the internet and digital information and communication technologies.

As such, the following guidelines are presented in support of staff members' professional and personal safety (Staff members should understand that the rules set out in this agreement also apply to use of school ICT systems - e.g. laptops, email, etc. - out of school):

- The school will monitor staff members' use of the ICT systems, email and other digital communications.

- Staff members should not disclose their username or password to anyone else.
- Staff members will immediately report any illegal, inappropriate or harmful material or incident, they become aware of, to the appropriate person (SLT Member/Designated Child Protection officers).
- Staff members will be professional in their communications and actions when using school ICT systems.
- Staff members will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- Staff members will communicate with others in a professional manner, when using electronic communication and will not use aggressive or inappropriate language
- Staff members should not use personal equipment to record images at school, unless permission has been sought and received from the Headteacher.
- Staff members should not use chat and social networking sites for personal use whilst at school.
- Staff members should report all contacts through networking sites which may concern them to the headteacher e.g. A child below the age of 13 requesting to be a friend or inappropriate comments by a parent directed at them.
- Staff members will only communicate with pupils, parents and carers using official school systems. Any such communication should be professional in tone and manner.
- Staff members will not engage in any on-line activity that may compromise their professional responsibilities.

Failure by staff members to comply with the school's Acceptable Use Policy Agreement, could lead to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and, in the event of illegal activities, the involvement of the police.

## **Mobile phones and related devices**

### **Mobile Phones - Pupils**

At Milton Road Primary School, we understand that that mobile phones are part of everyday life for many children and that they can play an important role in helping children to feel safe and secure. As children become more independent and take on increasing responsibilities, such as making their way to and from school on their own, we understand that, for safety reasons, many children may be provided with a mobile phone to help with quick and efficient communication.

However, as a school, we also recognise that mobile phones can prove a distraction in school and can also have the potential of providing a means of bullying or intimidating others.

As such,

- Children are not permitted to have mobile phones on their person or in their possession at school or on trips.
- Where a child has brought in a mobile phone (with the knowledge and agreement of their parents) as a means of communication between the child and home, the mobile phone must be switched off and handed into the class teacher at the start of the school day.
- Children should not use their mobile phone on the school grounds before or at the end of the school day.

With advances in technology, we are aware that some smart watches have the capability of receiving and sending both text messages and phone calls. As with mobile phones, such devices must be handed into the class teacher at the start of the school day. All items will be returned to their owner at the end of the school day.

Where a pupil is found to have infringed upon the guidance listed above, they may not be allowed to bring their mobile phone into school.

- On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.
- On the second infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parent/Carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.
- On the third infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence. If images of other pupils or adults have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the senior leadership team. Should a pupil be found to be using their phone inappropriately, as a school we reserve the right to withdraw this privilege and they will no longer be able to bring a phone into school.

As a school, our expectation would be that children below Y5 and Y6, (chronological age 9 years) will not have a need for a mobile phone for their journey to school as they will be accompanied on the journey by an adult. As such, we do not expect children in the school Years below Y5 to be bringing mobile phones to school.

### **Mobile Phones – Staff**

With regard to their personal mobile phones, staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of mobile phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

### **Mobile Phones - Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Mobile Phone – Parents/Carers**

At Milton Road Primary school, whilst we would prefer parents/carers not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. As such, we ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment.

### **Photography/Videoring at School Events**

At Milton Road Primary school, while we do allow parents to photograph or video school events such as drama performance using their mobile phones, in line with Cambridgeshire County Council guidance, we insist that these are for personal use, only, and parents do not publish images (e.g. on social networking sites) that include any children other than their own. Parents are reminded of the school's expectations before events.

A letter which establishes a clear undertaking with regard to the use of any images taken at school events is provided to parents/carers for them to sign and confirm their commitment to the school's expectations (Appendix C).

### **School Website**

- At Milton Road Primary School, the school website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of children's work on the website will be decided by a teacher or the headteacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission. (permission is sought for the use of images on the school website via a signed agreement slip). A list of pupils whose parents have not consented for Web publication of works and photographs and for internet access will be held in the office for staff to refer to when appropriate.
- As a school we will avoid publishing the full names of individuals in a photograph on the school website.

- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

**Exceptions**

As a school, we are aware that there may be exceptional circumstances where certain aspects of this policy may need to be modified to effectively meet the specific need of an individual pupil. Where this is the case, these modifications will have been agreed between the school and the parents/carers and, where appropriate, following input from appropriate external agencies.

**Date agreed: February '19**

## **Appendices**





## **Milton Road Primary School**

### **Rules for Responsible Internet Use**

#### **Responsible Internet Use Agreement**

At Milton Road Primary School we have computers and other devices with internet access which help support teaching and learning. To help children and adults to be safe, and to be fair to others, we have the following rules.

#### **Using the Internet:**

- I will ask permission from my teacher before using the Internet.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

#### **Using e-mail / messaging:**

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours - It could be dangerous.
- I will ask permission from my teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- I will only open e-mails or attachments from people who I know or that my class teacher has approved. If I am unsure about an attachment or e-mail, I will ask my teacher for help.
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.
- I will not use internet chat rooms at school

#### **Using the computers or tablets:**

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and log out before leaving the computer

#### **Pupil's Agreement**

I have read and understood/talked to my parents about the school's rules for responsible use of the computers, internet and emails and agree to follow them:

**Signed:**

**Name:**

**Class:**

#### **Parent's agreement**

I have read and understood the school's rules for responsible use of the computers, internet and emails. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet.

**Signed:**

**Date:**

## Appendix B



### Photographs and Video - Parent/Carer Agreement

I agree to ensure that all images I take (photographs; video etc.) at school performances and events will be focused on my child, will be for my personal use only and will be kept securely. I will ensure not to make public or publish (e.g. on social networking sites), in any form, images that include any children other than my own. All images will be used appropriately.

I agree not to distract or obscure the view of others whilst seeking to take images

I agree and understand that the safeguarding of children is paramount to the school and that, as such, we all have a responsibility to protect children, some of whom may be more vulnerable than others. Given this commitment to safeguarding, I understand that the school reserves the right to stop individuals from taking images within school. I agree to inform those who I invite to attend events with me of this agreement and they agree to attend on the basis of conforming with this agreement.

Print Name: .....

Signed: .....

Child(ren) at the school  
(include Class name e.g. 2R) .....

.....

.....

.....

Relationship to child(ren) .....

Signed: .....

Date: .....