



ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

APPROVED BY GOVERNORS June 2022



Computing Acceptable Use Policy.

1. Introduction:

1.1 Alton Park's ICT/Computing resources are essential to the effective delivery of learning for children. Computers and other networked facilities including internet access are available within the school and should be used to promote children's educational learning.

2. Scope:

2.1 This policy applies to all school children who have access to the school's ICT/Computing network and resources and who may be supplied with school ICT/ Computing equipment including Chromebooks.

3. Responsibilities of Pupils when using ICT/Computing resources

To ensure that school ICT/Computing resources are used effectively, it is essential that children;

- make careful and considerate use of the school's ICT/Computing resources, report faults and work in a way that reduces the risk of introducing computer viruses to the system.
- recognise it is their responsibility to maintain the privacy of individuals, adhere with current legislation and the expectations of the school;
- know and follow the School's Acceptable Use Policy as it applies to them.

4. Responsibilities of Pupils when using Chromebooks and tablets

4.1 The Chromebooks are property of the school and are provided to children during school time.

4.2 School Chromebooks have a list of software installed on the hard drive.

No addition or deletion of any software or hardware is permitted without the permission of the Head Teacher or School Computing Co-ordinator.

4.3 Great care should be taken to prevent damage of any ICT equipment as far as is practical for children to do so. For example, Chromebooks should not be left unattended, near the edge of a table or around drinks. Any damage should be reported directly to the Head Teacher or Computing Co-ordinator.

Safe use of the Internet

All pupils are able to access a Chromebook and the internet as these are an essential part of learning and required by the National Curriculum. Both pupils and their parents/carers are invited to sign below to show that Alton Park's ICT safety rules have been understood and agreed to.

**Pupil agreement:**

- I will ask an adult's permission before using the internet.
- I will only use websites that an adult has chosen, or websites under their supervision.
- I will immediately tell an adult, and take my Chromebook, if I see any webpage that I am uncomfortable with.
- I will only email people that are within my school, using the platform provided (Purple Mash) and I understand that these emails will be monitored and approved by my class teacher or Computing Co-ordinator. If for any reason my emails are deemed inappropriate, my teacher will decline these and they will not be sent.
- I will never give out personal information or passwords when using a Chromebook or the internet.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety
- I will not use any social networking sites unless a specific use is approved.

Pupil Declaration

My name is _____ Signature _____

Parent/Carer Agreement:

- Alton Park is committed to supporting your child's learning and has installed ICT equipment (including access to the internet). To ensure that only acceptable and appropriate sites are available, the internet service provider used by Alton Park is continually updated and filtered.
- Work set by your child's teacher will be related to the National Curriculum and will benefit their learning.
- We encourage you to contact the school if you have any problems regarding your child's use of our ICT provision, and our 'Acceptable Use Policy' is available on the school website.
- Any portable storage devices (memory sticks, DVDs, external hard drives, mobile phones etc,) from home, cannot be used in school or on school devices due to virus and licensing implications.
- Occasionally, digital images and videos containing children and/or their work will be taken. Permission will be required before these are stored or used in school. Devices within Alton Park can only be accessed through username and password.



In addition, staff:

- Supervise children using the internet at all times.
- Check that the sites pre-selected for children are age and content appropriate.
- Are attentive when pupils are carrying out their own research and check that pupils are safe and following the agreed direction of the teacher.
- Teach children regularly about staying safe online, as part of the computing curriculum and through events and activities.

This policy will be reviewed every 3 years.

Please sign and date this form and return it to your child's teacher.

Parental Declaration:

I have read the school's policy for pupil's use of Information Technology and I give permission for my child

to use the school resources as described above.

Parent/Guardian of _____

Signature _____ Date ____/____/____