

Britannia Primary School and Nursery



Acceptable Use Policy For ICT - Pupils

‘Developing responsible citizens, confident individuals, and independent learners’

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<i>Committee</i>	LAB
<i>Signed by Chair of Committee</i>	J Rogers
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Acceptable Use Policy for ICT – Pupils

At Britannia we recognise the importance of Computing and technology in education and the needs of pupils to access the computing facilities available within the School. The School aims to make ICT facilities available for all pupils to use for their studies.

To allow for this Britannia requires all pupils' parents to sign a copy of the Acceptable Use Policy **before** pupils use the School's ICT facilities.

Listed below are the terms of this agreement. All pupils at Britannia are expected to use the ICT facilities in accordance with these terms.

Definition of a Parent

- **All biological parents, whether they are married or not.**
- **any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative**
- **any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.**

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Please read this document carefully and sign and date the attached permissions form in order to indicate your acceptance of the Policy on your child's behalf. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

This policy is intended to ensure that:

- children will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use.
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- All children are made aware through class discussion, Computing and PSHE lessons of all the important issues relating to acceptable use.

Pupil Agreement

☞ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

☞ I will keep my password SECRET at all times and will not share it with anyone.

☞ I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- ☞ As a student I will only use computers for my schoolwork, I will not play unauthorised games at any time
- ☞ I will not try to search for or access inappropriate material of any kind on the internet.
- ☞ I will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- ☞ I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- ☞ I will not try and install or run any unauthorised software on school computers
- ☞ I will not try to access, download, or play music or video from the internet unless authorised to do so.
- ☞ Any e-mail I write will be appropriate, polite, and responsible.
- ☞ Email will only be used for educational purposes and not used as a social tool
- ☞ As a student I will only contact my teacher via email if I have been given permission to do so
- ☞ I will immediately report any illegal, inappropriate, or harmful material or incident, I become aware of, to the appropriate person.
- ☞ I will ensure any USB device used by me is virus free and does not contain inappropriate material of any kind.
- ☞ I understand that the Impero system will be continuously monitoring my activity whilst logged onto this computer.
- ☞ I understand that the Impero system will monitor activity on a laptop whether it is connected to the network or not.
- ☞ I understand that the school may check my computer files and monitor the internet sites I visit.
- ☞ I understand that the school may check my email usage.
- ☞ I understand the school has a ZERO tolerance to ANY form of cyber bullying.

Parent/Carer Agreement

- ☞ I am aware that any internet and computer use using school equipment may be monitored.
- ☞ 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 and the school is not liable for any damages arising from use of the Internet facilities.
- ☞ I understand that if the school has any concerns about my child's safety online either at school or at home, then I will be contacted.

☞ I understand that if my child does not abide by the Acceptable Use Policy then sanctions will be applied. If the school believes my child has committed a criminal offence then the Police will be contacted.

☞ I will support the schools approach to e-Safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

☞ I know that I can speak to, my child's teacher, the Phase Leader or Mrs Davies/Mr Birch if I

have any concerns about e-Safety.

☞ I know that the school uses Google Apps for Education within KS2 to share and support learning within the Computing curriculum.

☞ I will visit the school website www.britannia.suffolk.sch.uk for more information about the school's approach to e-Safety as well as to access useful links to support both myself and my child in keeping safe online at home.

☞ I will support the school and my child by sharing responsibility and role modelling safe and positive online behaviour for my child and by discussing online safety with them when they access technology at home.

ACCEPTABLE USE POLICY FOR ICT – PERMISSION FORM

As the parent/carer of the pupil named below, I give permission for my son/daughter to have access to the internet and to ICT systems at school. I acknowledge receipt of the Acceptable Use Policy for ICT – Pupils.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies and will inform the school if I have concerns over my child's e-safety.

Pupil Name..... **Signed**.....

Class **Date**.....**Parent / Carers Name**.....

INFORMATION DISTRIBUTION – PERMISSION FORM

The school currently uses a system to allow the school to contact parents by text and also by email. All school correspondence is sent out initially by email, with paper copies being made available at the school office. The information given below is held by Parentmail (the current provider) on a secure server only accessible by password by a limited number of school office staff. From time to time the provider may be changed but the procedures and security will remain the same.

Please confirm your agreement and the information you wish us to use to contact you using the above methods. This information will also be held on the School Information Management System.

(1) Name: Mobile: Email:

(2) Name: Mobile: Email:

Parent/Carer Name

Signed.....

Date.....

Consent Form for Taking and Using Photos

Child's name:

Date:

At Britannia Primary School and Nursery, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display in and around the school. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others.

We are required to ask for your consent to take photos of your child, and to use them in the ways described above.

Classroom & School-based Photo Displays

I give permission for my child's photo to be taken and used for learning purposes in school.

Yes No

School Website

I give permission for my child's photo to be used on the school website.

Yes No

School Social Media

I give permission for my child's photo to be used on school social media pages.

Yes No

Local / National Press

I give permission for my child's photo to be used in the press.

Yes No

If you change your mind at any time, please let the school office know. If you have any other questions, please get in touch.

Parent or carer's name:

Date:

Signature: