



Glen Hills Primary School ICT Acceptable Use Policy (Pupils)

Glen Hills Primary School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this Glen Hills Primary School requires all pupils' parents to sign the Home School Agreement **before** they use the School's ICT facilities.

1. Equipment

1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Printers are provided across the Glen Hills Primary School for use by pupils. It is important that children learn to press the print key once and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

Glen Hills Primary School provides four layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by the company OPENhive which seeks to provide internet use that is safe and for educational purposes only.

2.3 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers
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It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

3.0 Privacy and Data Protection

3.1 Passwords

If applicable, children will be given simple and an easy to remember password which they will learn to use

4.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

5.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your

own risk. Glen Hills Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.



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| Policy | <i>ICT Acceptable Use policy</i> |
| Reviewing Committee | <i>Management Committee</i> |
| Last Reviewed | <i>January 2014</i> |
| Ratified by Governing Body | |