



**Northbourne Church of England Primary School**

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# ICT Acceptable Use Policy

## **School Mission Statement Northbourne CEP School**

### **VISION STATEMENT:**

Together we gather and grow to bring life to our rural school community. Everyone is welcomed, known, valued and treasured as individuals. God's countryside is our classroom, where we live, breathe and connect with our evolving natural world. Through our curriculum we nurture pupils to be resilient, inquisitive and compassionate. By embracing stewardship, we recognise our shared responsibility for each other and the world. We empower each other to act and make a difference to our neighbour.

### **To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness**

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of **"life in all its fullness"** (John: 10 v10)

**Review every year**

**Reviewed  
Sep 2024**

**Next review  
Sep 2025**

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Dear Parent/Carer

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- School learning platform/intranet
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones

Northbourne CEP School recognises the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However we also recognise there are potential risks involved when using online technology and therefore have developed Online Safety policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. However no system can be guaranteed to be 100% safe and 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 schools internet and ICT facilities.

We request that all parents/carers support the schools approach to online safety by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the school website for more information about the school's approach to Online Safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com), [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety), [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.internetmatters.org](http://www.internetmatters.org) for more information about keeping children safe online

Whilst Northbourne monitors and manages technology use in school, we believe that children themselves have an important role in developing responsible online behaviours. In order to support the school in developing your child's knowledge and understanding about Online Safety, we request that you read the attached Acceptable Use Policy with your child and that you and your child discuss the content and return the attached slip. I hope that you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of the technology, both at school and at home.

Should you wish to discuss the matter further, please do not hesitate to contact the school.

Yours sincerely,

Mr M Reynolds  
Headteacher

# ICT Acceptable Use Policy

## Parents and Carers' Policy Statements

- I have read and discussed this Acceptable Use Policy.
- I know that my child will receive Online Safety education to help them understand the important of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- 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 online safety, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school's ICT Acceptable Use Policy then sanctions will be applied in line with the school's Behaviour Policy. If the school believes that my child has committed a criminal offence, then the Police may be contacted.
- I, together with my child, will support the school's approach to Online 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 the school Online Safety Coordinators, my child's teacher or the Headteacher if I have any concerns about Online Safety.
- I will visit the school website for more information about the school's approach to Online 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 role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.
- I will visit for more information about keeping my child safe online:
  - [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)
  - [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
  - [www.internetmatters.org.uk](http://www.internetmatters.org.uk)
  - [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
  - [www.childnet.com](http://www.childnet.com)

# ICT Acceptable Use Policy

## Pupils' Policy Statements

### Statements for KS2 Pupils (aged 7-11yrs old)

- I always ask permission from an adult before using the internet.
- I only use website and search engines that my teacher has chosen.
- I use my school computers for schoolwork unless I have permission otherwise.
- I know that not everything or everyone online is honest or truthful, and will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.
- I only talk with an open message from people I know and I only click on links if I know they are safe.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- I only send messages, which are polite and friendly.
- I know how to keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other peoples files or information.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- I know that my use of school computers and internet access will be monitored.
- I know that I can only use school owned equipment at school.
- If, for any reason, I need to bring my mobile phone into school, I know that it is to be handed in to the Office or my class teacher and then collected at the end of the day.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend) and I will log off when I have finished using the computer or device.
- I know that if I do not follow the rules, then:
  - My use of equipment may be restricted
  - My parents will be told
- If I see anything online that I shouldn't or that makes me feel worried or upset, then I will minimise the page and tell an adult straight away.
- I have read and talked about these rules with my Parents/Carers.
- I am aware of anyone being unsafe with technology, and then I will report it to a teacher.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about keeping safe online.

# ICT Acceptable Use Policy

## Pupils' Policy Statements

### Statements for Early Years (YrR) and KS1 Pupils (aged 0-7yrs old)

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do.
- I keep my personal information and passwords safe online.
- I only send messages online, which are polite and friendly.
- I know the school can see what I am doing online.
- I know that I am only allowed to use school owned equipment at school.
- I know that if I do not follow the rules then:
  - My use of equipment may be restricted.
  - My parents will be told.
  
- I have read and talked about these rules with my parents/carers.
- I always tell an adult/teacher if something online makes me feel unhappy or worried and I know to shut the laptop lid down.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.