



Thorpe Acre Junior School



Thorpe Acre Infant School

IT and Internet Acceptable Use Policy: Pupils

Approved by : Headteacher
Date : March 2025
Next review due by : March 2027

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Junior School and Thorpe Acre Infant School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Junior School and Thorpe Acre Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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1. Introduction and Aims

Thorpe Acre Junior School and Thorpe Acre Infant School recognise the importance of IT in education and the needs of pupils to access the computing facilities available within the school. The schools aim to make the laptops and ipads they have available for pupils to use for their studies. To allow for this, Thorpe Acre Junior School and Thorpe Acre Infant School require all pupils' parents / carers to sign a copy of the Acceptable Use Policy **before** they use the school's facilities. Listed below are the terms of this agreement. All pupils at Thorpe Acre Junior School and Thorpe Acre Infant School are expected to use the computing facilities in accordance with these terms.

However, the IT resources and facilities our schools use also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of school IT resources for pupils and parents;
- Establish clear expectations for the way all members of the school community engage with each other online;
- Support the schools' policy on data protection, online safety and safeguarding;
- Prevent disruption to the schools through the misuse, or attempted misuse, of IT systems;
- Support the schools in teaching pupils safe and effective internet and IT use.

Breaches of this policy will be dealt with using our Behaviour Policy

2. Internet Access

A secured Wi-Fi connection is available across both schools with password level authentications and accessible on any school device. Thorpe Acre Junior School and Thorpe Acre Infant School provide layers of internet filtering designed to remove controversial, offensive, inappropriate or illegal material. The schools make use of strict filtering services to provide internet use that is safe and for educational purposes only. Children only use websites within school that the teacher has chosen, suggested or checked. Staff must immediately contact their IT Technician to report any inappropriate sites that the filter has not identified (or appropriate sites that have been filtered in error).

3. Acceptable use of the Internet

Use of the schools' internet must be for educational purposes only. Pupils do not have access to live streaming and cameras are set to disabled by default, unless a member of staff enables access for a particular classroom activity (such as Ipads). Privacy and safety settings are in place which are managed and reviewed by the IT Technician.

Children will be taught about online safe and unsafe behaviours to make sure that they are aware of what they are posting online. Children will know who to go to for help and how to report things that concern them (the Headteacher). We will monitor the websites visited by pupils, (where relevant) to ensure they comply with the

above. More information is set out in the acceptable use agreements in appendices 1, 2 and 3. Schools are subject to greater scrutiny in their care and use of personal data. More detailed guidance is available in the related policies section.

4. Access to IT Facilities

- Computers, Ipads and IT equipment in school are available to pupils only under the supervision of staff;
- Pupils may have an email account and must only send appropriate emails when communicating internally and externally.

5. Search and Deletion

Under the Education Act 2011, and in line with the Department for Education's guidance on [searching, screening and confiscation](#), the school has the right to search pupils' phones, computers, smart watches or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school rules.

6. Care of Equipment

Pupils will not:

- deliberately damage computer hardware such as monitors, base units, printers, keyboards, mice, headphones or any other hardware;
- change or remove software

7. Unacceptable use of IT and the internet outside of school.

The school will sanction pupils, in line with the behaviour policy, if a pupil engages in any of the following **at any time** (even if not on the school premises):

- Using IT or the internet to breach intellectual property rights or copyright;
- Using IT or the internet to bully, harass or upset someone else;
- Engage in any illegal activity using IT and the internet;
- Accessing, creating, storing, linking to or sending inappropriate files or images to anyone else;
- Sharing confidential information about the school, school community or other pupils;
- Gaining or trying to gain access to restricted areas of the network or password protected information without permission;
- Accessing, modifying or sharing data without permission or authorisation;
- Allowing or encouraging others to use IT or the internet in an unacceptable way;
- Causing intentional damage to IT equipment and facilities;
- Using inappropriate or offensive language;
- Using IT or the internet to damage the reputation of the school.

8. Education and the Curriculum

We recognise that the internet and other digital technologies can transform learning; help to improve outcomes for children; promote creativity; all of which add up to a more exciting and challenging classroom experience.

This school:

- Has a clear, progressive online safety education programme as part of the Computing curriculum/PSHE and other curriculum areas as relevant. This covers a range of skills and behaviours appropriate to their age and experience;
- Will remind pupils about their responsibilities through the IT and the internet acceptable use agreement;
- Ensures all staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging off, use of skills, research skills, copyright;
- Ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights.

Pupils:

- Exercise the skills of critical awareness, digital literacy and good online citizenship as part of the school's curriculum;
- Will understand the importance of reporting abuse, misuse or access to inappropriate materials;
- Will be taught what action they should take if they or someone they know feels worried or vulnerable when using online technology;
- Will be taught the importance of adopting safe behaviours and good online safety practice when using online technologies out of school.

9. Mobile Technologies

For reasons of safety and security, your child should not use his/her mobile, smart watch or other device in school. If a device is brought into school, this must be taken to the office and signed in and out of each school day. External devices cannot connect to the school's Wi-Fi due to password and device level authentication. Authorisation must be given by the Headteacher and IT Technician.

10. Data Security

The school takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, pupils, parents and others who use the school's IT facilities should use safe computing practices at all times.

11. Passwords

Users are responsible for the security of their passwords and accounts. Pupils must not disclose account or password information and breaches of this will be dealt with using the school's behaviour policy.

Users should always log out of their systems or lock their equipment when they are not in use however users are automatically logged out of their browsing sessions upon closing the browser.

Parents or volunteers who disclose account or password information may have their access rights revoked.

12. Software Updates, Firewalls, Anti-Virus Software and Encryption

All the school's IT devices that support software updates, security updates, and anti-virus products, will be configured to perform such updates regularly or automatically. The school ensures that its devices and systems have an appropriate level of filtering and monitoring, and encryption. This is managed and checked by the IT Technician.

13. Parents

Access to ICT facilities and materials

Parents do not have access to school IT facilities as a matter of course. However, parents working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the PFA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the Headteacher's discretion. Where parents are granted access in this way, they must abide by the IT and Acceptable Use policy for staff; governors; visitors & volunteers.

Working in Partnership with Parents/Carers

We are committed to working in partnerships with parents and carers and understand the importance parents/carers play in maintaining the safety of pupils when using technology. Parents/Carers are informed about the benefits and risks in technology via the school's website and weekly newsletter. We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online. Parents/Carers play a vital role in helping model this behaviour for their children and share the responsibility for setting standards and guiding children in using the internet safely and responsibly. We encourage that children are supervised when accessing the internet at home and to take an active interest in how their children are using technology. If parents/carers are concerned about the use of technologies, staff are available to support and provide safety information regarding online safety.

Please read this policy in conjunction with our Online Safety Policy, which can be found on our website.

We ask parents/carers and pupils to sign the attached agreements in Appendices 1, 2 and 3.



14. Appendix 1: acceptable use of the internet (parents/carers)

Acceptable Use of The Internet: Agreement for Parents and Carers	
Parent/carers :	
Name of child :	
Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels: <ul style="list-style-type: none">• email/Weduc groups for parents (for school announcements and information);• school website;• school's Twitter account	
When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will: <ul style="list-style-type: none">• be respectful towards members of staff, and the school, at all times;• be respectful of other parents/carers and children;• direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure.	
I will not: <ul style="list-style-type: none">• use private groups, the school's Twitter account, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way;• use private groups, the school's Twitter account, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident;• upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers.	
Parent/Carer Signature:	Date:

15. Appendix 2: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I select a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

17. Appendix 3: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy. When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

