



## **Computing - Acceptable Use Policy**

**Review Date: January 2022**

**Next Review Date: January 2023**

### **Ethos Statement**

Pakeman School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child. We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of this policy

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Emma Bonnin  
Headteacher

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Date

All staff and pupils at Pakeman Primary School are expected to follow the acceptable use policy to ensure that technology is used in a safe manner. Computing and media equipment should be used for educational purposes and children and staff should be aware of how to stay safe on the internet.

## 1) Aims

The aim of this policy is to ensure that all members of staff understand the expectations of Pakeman Primary School regarding the use of computer and mobile technology. Staff can refer to this policy to check that they are using computer equipment in a safe and educational manner.

## 2) Roles and Responsibilities:

<u>Headteacher</u> <ul style="list-style-type: none"> <li>• overall responsibility for e-safety provision and data security</li> <li>• ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements e.g. LGfL</li> <li>• be aware of procedures to be followed in the event of a serious e-safety incident</li> </ul>
<u>Computing coordinator</u> <ul style="list-style-type: none"> <li>• promote an awareness and commitment to e-safety throughout the school</li> <li>• liaise with school ICT technical staff</li> <li>• ensure that all members of staff have signed the Acceptable Use Policy</li> </ul>
<u>Teaching and support staff</u> <ul style="list-style-type: none"> <li>• read, understand, sign and adhere to the Staff Acceptable Use Policy</li> <li>• be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices</li> </ul>
<u>Pupils</u> <ul style="list-style-type: none"> <li>• Each class to read, understand, sign and adhere to the Pupil Acceptable Use Policy at the start of each academic year</li> <li>• follow the SMART internet rules</li> </ul>

## 3) Internet use

- Pupils should be taught about the SMART internet rules (safe, meeting, acceptable, reliable and tell).
- Staff computers should be used for educational purposes.
- Staff and children should all be aware of the risks of viruses and malware, taking educated decisions about websites and programmes that they access.

## 4) Use of hand-held devices

- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times. Staff members may use their phones during school break times only.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.

- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

## **5) Digital images and video**

- Parents or carers state whether or not they give permission for photographs involving their child when they sign the school agreement form when their child joins the school.
- Pupils should not be identified in online photographic materials nor should the full names of pupils appear in the credits of any published school produced video materials.
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term use.
- The school blocks access to social networking sites unless there is a specific approved educational purpose.