St John the Evangelist Catholic Primary School
Acceptable Use Policy (Children)

Mission Statement

St. John's is a place where we meet Jesus. Everyone is enabled to fulfil their unique potential and together we celebrate being part of God's creation in all we think, say and do. In our school everyone is respected and cherished and differences are valued. Each member of our community is supported to truly reflect the person of Jesus

Policy statement

The Governing Body of St John the Evangelist Catholic Primary School recognises the use of ICT as an important resource for teaching, learning and personal development. St John the Evangelist Catholic Primary School seeks to equip the children, staff, governors and parents with the skills and knowledge they need to use third millennium technologies safely and responsibly. The school recognises the importance of promoting safe and responsible behaviours when using technologies at school and in the home.

This policy has been created to ensure that all pupils are aware of how to use school ICT equipment and information systems sensibly and safely. All children will be taught about the school's expectations for safe Internet searches, blogging and e-mailing responsibly.

This policy covers the use by children of all school owned ICT and communications equipment.

Guidance on the Use of School ICT Facilities

Whilst it is not possible to cover all eventualities, the following information is published as guidance for staff on the expectations of the Governing Body.

The school has the right to investigate and discipline any online safety/online bullying issues that take place off the premises if it affects other pupils, staff or impacts upon the school.

ICT and Internet usage

As a EYFS/KS1 learner I know how we stay safe when we use computers:

I will:
- ask a teacher or suitable adult if I want to use the computers
- only use activities that a teacher or suitable adult has told or allowed me to use.
- take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

As a KS2 learner I will:

- only use my own user name.

- only contact people I know, or that my teacher has approved. This may be via e-mail, or social media such as our school blog or our school twitter account.
- make sure that any messages or online posts are polite, honest and sensible.
- ask for permission before opening a message or an attachment sent by someone I do not know.
- tell a teacher immediately if I receive any messages or see any images that I am unhappy with.
- report any concerns and worries I may have about online bullying.
- not give out my full name, home address, phone number, photograph or arrange to meet someone.
- not post any images or videos taken in school onto the Internet.
- use websites and safe search engines that have been approved by my teacher.
- not use my own USB devices in school without permission. It might contain viruses.
- not publish any offensive or inappropriate messages/comments, photos or videos about other pupils, members of staff and the school.
- Not bring any mobile devices (e.g. phones, tablets, smart watches or similar) in school without permission.
- I will adhere to the mobile device policy.

The Use of ICT equipment

As a learner I will:

- look after all school ICT equipment with care.
- make sure that any equipment I am using is not subject to careless or malicious damage.

I know that the school may check my computer files and may monitor the sites that I visit.

Monitoring and Review

This agreement will be reviewed and given to children on an annual basis.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. (Regulation of Investigatory Powers Act 2000).

Policy Date: November 2017

Review Date: November 2018

This policy has been approved and adopted by the Governing Body.

Signed on behalf of the Governing Body..

Date...........................

By receiving this policy we assume you and your child understand and agree to abide by the school rules for acceptable use. Your child is expected to use computer systems and the Internet in a responsible way and obey these rules at all times. If these rules are deliberately broken, your child could be stopped from using the Internet or computing devices in school.

If you have any queries regarding acceptable use of ICT in school, please refer to our website or speak to your child's class teacher.