

WARK CofE FIRST SCHOOL

Policy Documentation

Computer Acceptable Use Policy

_____ Chair of Governors

_____ Date

| | |
|---|--|
| Staff Consultation | |
| Governor Consultation | |
| Arrangements for monitoring | |
| Review date | |
| Signature of nominated Governor. | |
| Other relevant policies | |
| Points to consider at next review. | |

COMPUTERS ACCEPTABLE USE POLICY

This Computer Usage Policy has been written by the school, building on government guidance. It has been agreed by all staff and approved by the school's governors. It will be reviewed annually.

The School's Users consist of staff and pupils.

Access to computers in Wark First School is the responsibility of the Headteacher.

Queries or comments should be addressed through school.

Computers Acceptable Usage Policy

The School's Aims for Computer Use.

Computers and ICT present a fantastic opportunity for staff and pupils to develop skills and knowledge in a wide variety of subjects. Pupils have entitlement to ICT in education that is met through directed lessons and provision of access for individual study. The following aims are pursued by Greenhaugh First School:

- The purpose of computer use (including the internet) is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.
- Staff will guide pupils in computer-based activities that will support the learning outcomes planned for the pupil at a level consistent with their age and maturity.
- The school is committed to training staff to be confident users of ICT to deliver the highest quality education to our pupils. This includes education on the benefits and potential dangers of technologies such as the Internet.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. The school will seek to limit access to materials deemed unsuitable from users in line with government guidelines.
- The school has a duty to monitor all computer use on its systems, including printing, Internet access and email use. **This applies to all categories of users and could form the basis of proof for any disciplinary action.**
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable

material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

- The school will employ appropriate security systems such as Anti-virus software, firewalls and monitoring systems. These will be subject to regular review to ensure fitness for purpose.

Rules for responsible Computer use and Internet Access

- Pupils will only use the computers for schoolwork.
- Users will not use **unapproved** equipment (e.g. USB drives, CD's, etc..) with school hardware.
- Any USB pen drives brought into school for curriculum use **must be scanned by an approved member of staff, using the relevant school purchased anti-virus software**, (currently Sophos), before opening any documents.
- Users must not attempt to install software on school machines without permission.
- Pupils should report any damaged equipment to the teacher as soon as it is discovered. Electrical equipment is fragile and can be dangerous if mistreated. For these reasons, food and drink are also not allowed on tables where laptops, ipads are being used.

The Internet is a globally accessible network, with, many benefits for pupils. However, this global nature also requires some additional precautions to prevent abuse by individuals who could prove difficult to track down.

The school, in partnership with the LA, Dfe and the Internet Service Provider (ISP), makes use of content filtering both at the connection to the Internet by the provider and on the school's local server. When used responsibly, the Internet presents no threats that should concern the school's users. The following rules are designed to create a secure and educational environment:

- Pupils will ask permission from a member of staff before using the Internet or email during lessons. Emails sent to external organisations must be written carefully and authorised by a member of staff before sending.
- Users must not attempt to gain access to unsuitable materials (including, but not limited to offensive content or images, non-educational games...)
- Pupils will not give personal details, home addresses or telephone numbers. Pupils will only email people they know, or whom the teacher has approved.
- Users must report any unpleasant material or messages sent to them. These reports will be confidential and will help protect others.

Wark C of E FIRST SCHOOL

Responsible Computer Use – Please complete and return to school

Name of Pupil:

Class:

Pupil's Agreement

I understand the school Rules for Responsible Computer Use. I will use the computer system and Internet in a responsible way and keep to these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all responsible precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the internet facilities.

Signature of Parent / Guardian: **Date:**

Please print name: