

SUCCESS  AT



Hallbrook Primary School

Student Acceptable Use Policy

Approved/reviewed by	
Hallbrook Local Governing Committee 26 November 2024 V1	
Date of next review	November 2027
Publication:	Website-Operational

This policy is reviewed 3-yearly to ensure compliance with current regulations.

Version	Date	Updated by	Summary of changes
V1	November 2024	Headteacher (TB)	New Policy

Computing

Acceptable Use Policy (Primary Pupils)

Hallbrook Primary School recognises the importance of Computing in education and the needs of pupils to access the computing facilities available within the School. The School aims to make its computing facilities available for pupils to use for their studies. To allow for this Hallbrook Primary School requires all pupils' parents to sign a copy of the Acceptable Usage Policy **before** they use the School's facilities.

Listed below are the terms of this agreement. All pupils at Hallbrook Primary School are expected to use the computing facilities in accordance with these terms. **Please read this document carefully** and sign and date it in order to indicate your acceptance of the Policy on your child's behalf.

Access to the School's computing facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

1. Equipment

1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to hardware such as computers, interactive whiteboards, printers, tablets, laptops, programmable robots, digital cameras or other hardware.
- Change or removal of software.

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Printers are provided at Hallbrook Primary School for use by pupils. It is important that children learn to print only when essential, to press the print key once and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

Hallbrook Primary School provides two levels of filtering in place (a higher level for staff including social media for marketing of the school for teaching resources such as You Tube) to protect pupils. All pupil devices and any visitor devices are automatically set to pupil filtering.

2.2 Internet

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However, there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults.
- A content filtering system is in operation.

- Children are not allowed access to chat rooms at any time.
- Children are taught about safe Internet use by their teachers.
- Children use only materials that have been checked beforehand by a member of staff.
- Children will not be able to identify themselves on line or be identifiable in any material sent via the Internet.

We teach children to:

- **Be Polite** - never send or encourage others to send abusive messages
- **Use appropriate language** when sending emails.

3. External Services

The school accesses additional web-based services such as TT Rockstars allowing children to access additional learning resources and lesson materials. Use of these services should only be in accordance with instructions from the class teacher and the following guidelines:

- Access to web-based services is provided for the use of staff and pupils only.
- Your child should never reveal passwords to anyone or attempt to access services using other pupils' log-in details.
- Hallbrook Primary School can make no guarantees as to service availability or quality as they are provided by external providers.

4.0 Privacy and Data Protection

4.1 Passwords

When necessary, children will be given simple and an easy to remember password which they will learn to use.

5.0 Mobile technologies

Pupils are not allowed to access their own devices during the school day. This means that all mobile phones should be brought to the school office before the start of the school day and collected from the office at the end of the school day. All phones must be switched off when they are given to the office. For safeguarding reasons, children should not be in possession of a phone once inside the main school building and phones should not be visible whilst on the school site before or after school. Other internet enable technology such as smart watches are not permitted in school. Failure to comply with this will lead to the device being removed from the child until it can be returned to a specified approved adult. It remains at the school's discretion as to whether a child is able to bring their phone to school if they have been warned about its use or its use is a safeguarding concern.

6.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your own risk. Hallbrook Primary

School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

Links to other policies

- Safeguarding and Child Protection
- Anti-Bullying
- Online Safety
- Behaviour
- Curriculum

Acceptable Use Policy for Primary Pupils



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

To keep me safe whenever I use the internet or email, I promise...

- to keep my username and password private and not to use anyone else's
- to keep all personal information private
- to block unknown links and attachments by not opening anything that I do not trust
- to report any messages or internet pages that are unsuitable or upsetting
- to tell someone I trust if someone asks to meet me offline



When using computer equipment in school...

- I understand that I need to act responsibly when using technology, computers or the internet.
- I will report any suspected misuse or problems to a teacher.
- I will not open, copy, delete or change anyone else's files, without their permission
- I will make sure that there is permission to use any material that I find.
- I will be polite and think carefully about how I talk to others online and what I say about them
- I will not take, copy or send pictures of anyone without their permission
- I will not try to upload, download or open any files, programmes or websites which are unsuitable or illegal
- I will not try to get around the filtering or security systems
- I will not install any programmes nor change the settings
- I will not use chat and social networking sites unless I have permission from an adult.
- I will be careful with all communication and make sure that nothing I write is offensive.
- I will not copy other people's work and pretend it is my own
- I will not try to download pirate copies of music, videos, games or other software
- I will check that information I use from the internet is from a trusted website
- I understand that school will not accept cyber bullying in any form.
- I will be careful with all communication and make sure that anything I write cannot be mistaken as bullying.

If I break these rules...

- I understand that the school's behaviour guidelines will be followed

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I have read and understand this policy and agree to follow it.

Name of pupil _____

Signed _____ Date _____

I have read and discussed this policy with my child and give permission for him/her to use the school's computing systems, including the internet.

Parent/Carer signature _____ Date _____

Please return the slip to your child's teacher. Thank you.