



St John's
School Billericay

Acceptable ICT Use Pupils

Date: September 2025

Those Responsible: Mrs A Fleming- Deputy Headteacher

To be reviewed: August 2026

ST JOHN'S SCHOOL

This policy should be read in conjunction with the following policy:

- E-Safety (Filtering and Monitoring)
- Bring Your Own Device

ICT Acceptable Use Policy (Pupils)

St John's School recognises the importance of IT in education and the needs of pupils to access the computing facilities available within the school. The school aims to make the ICT facilities it has available for pupils to use for their studies.

All pupils at St John's School are expected to use the ICT facilities in accordance with these terms.

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 computer hardware such as monitors, base units, printers, keyboards, mice, tablets or other hardware.
- Change or removal of software.

These actions make it difficult to ensure that the school can provide children with reliable and available computer equipment, and it has a cost implication for the school.

1.2 Printers

Printers are provided across St John's School for use by pupils. It is important that children learn to press the print key once and be patient.

2. Internet

The governance of the use of the Internet is covered by the E Safety Policy

2.1 Content Filtering and use of the Internet

St John's School provides several layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The school makes use of the filtering services provided by Smoothwall which seeks to provide internet use for the relevant age group that is safe and for educational purposes only. The filtering rules are under constant review.

The World Wide Web 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.
- Children are not allowed unsupervised access to teaching areas where there is a computer.
- A high-level 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 may be given an email address which is used internally for schoolwork related tasks only.

2.3 Email / Team Chat

As part of the children's work in Computing lessons and other subjects, we offer supervised access in school to use MS Outlook e-mail or MS Teams Chat to communicate with children and teachers within the school for schoolwork related tasks.

School Office 365 accounts (including email and Teams chat) is accessible for KS3 and KS4 students outside school and can be used for schoolwork related tasks.

It is important in all emails and chat messages to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language.**
- **Use for schoolwork only.**

3 Privacy and Data Protection

3.0 Passwords

Children are given passwords which they will learn to use.
Each student's individual password must not be shared with any other student.

At the end of a lesson using school computers, it is vital that all students logout of their own computer.

4.0 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. St John's School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.