



St John's
School Billericay

Acceptable ICT Use Pupils

Date: July 2019
Those Responsible: Mrs F Armour - Headteacher
Senior Management Team
Mr N Johnson (Head of Department)

To be reviewed: Annually

ST JOHN'S SCHOOL

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

- Esafety
- 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 is able to 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 Esafety 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 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
- Children are not allowed unsupervised access to teaching areas where there is a computer
- A high level filtering system is in operation. This allows access only to children's search engines such as
- 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 school work related tasks only.

2.3 Email

As part of the children's work in Information Technology and other subjects, we may offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail to communicate with children from other schools or for other school work related tasks.

It is important in all emails to:

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

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.