



## ***Theale C of E Primary School***

### **Acceptable Use of IT Policy**

At Theale CE Primary School, the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it*, is this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”  
*John 10:10*

<b>Published on public website</b>	Yes
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<b>Approved by</b>	Governing Body
<b>Date approved</b>	September 2024
<b>Date of next review</b>	September 2027
<b>Responsibility for next review</b>	Senior Leadership Team

## **Introduction and links with other policies**

This policy links closely with the school's E-safety Policy and Computing Policy, and relates to other policies including those for Behaviour, P.S.H.E., and Child Protection and Safeguarding, as well as others relating to staff conduct including GDPR.

## **Purpose of the policy**

Frequent use of IT is a cornerstone of modern education. It is used on a daily basis by both students and staff in the course of their routine duties. This means accessing a wide variety of resources, both online and offline, posing potential risks to the wellbeing of students, staff and visitors to the school. Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

The school aims to promote the safe use of IT to empower learners to achieve their full potential and staff to provide the best possible learning environment, manage data effectively and communicate clearly.

This policy exists to inform best practice when using IT in the school environment.

## **Responsibilities of staff**

Staff will:

- ensure their pupils have regular access to digital devices and materials to enhance and support their learning.
- monitor pupil use of IT closely to ensure only appropriate materials are being accessed.
- endeavour to keep IT equipment secure both on-site and in other environments.
  - School laptops will be secured using a password and unattended devices will be locked or logged out.
  - Staff are responsible for ensuring their devices are secure when not in use.
- be familiar with the SMART rules of online safety and make reference to these during wider curriculum teaching or when advising children on their behaviour online.
- keep login credentials secure and not share these with anyone.
- only use their school e-mail address or a school phone to communicate in a professional capacity with parents or other parties.
- use a school device when photographing or video recording children. Personal devices should not be used on school grounds when children are present except in the event of an emergency.

- only store confidential information on secure devices and online locations that have been approved for such use by the headteacher or Senior Leadership Team to comply with GDPR legislation.
- agree that files, communications and internet use on school devices will be monitored by the school. Information stored on digital devices remains the property of the school.
- be responsible for the material they post online (including outside of school hours). It must not cause reputational damage to the school.
- agree to immediately report to a suitable member of the Senior Leadership Team:
  - accidental personal access of inappropriate online material.
  - pupil access to inappropriate online material.
  - accidental loss of sensitive information.

Any safeguarding concern that originates online or through the use of IT should be reported to the DSL in line with the school's safeguarding procedures.

### **Responsibilities of pupils**

When using IT, pupils will:

- Apply their learning of online safety and inform a trusted adult if they are worried about something that happens online.
- Only send polite and kind messages to others online.
- Learn their passwords and keep them safe.
- Look after equipment.
- Ask for help from a trusted adult if unsure what to do.
- Only use school equipment to complete tasks set by their teachers.
- Switch off mobile phones when entering school and give their devices to their class teacher for safekeeping until the end of the school day.

### **Responsibilities of parents & carers**

Parents and carers will:

- Help their children to understand their responsibilities when using IT.
- Ensure their child does not access harmful or inappropriate material when at home.
- Report any incidents of inappropriate behaviour or cyberbullying to the school.
- Use IT to communicate politely and responsibly with staff members.
- Send communications intended for staff members through the school office.
- Support the school by being a role-model for good online behaviour.

**Responsible Officer** Curriculum Leader for IT

Date of last review: September 2024

Date of next review: September 2027