St Lawrence CE Primary School

Acceptable ICT Use Policy

Ref : STLAW.002
Version 3.0

Revised: October 2018

Consultation with staff and Governors

and adoption of policy: Spring Term 2019

Review date: Autumn Term 2021

Responsible Computer Use for Pupils

These rules help us to be fair to others and keep everyone safe.

- School computers are for school work only. I will ask my teacher if I am not sure what is allowed.

- I will use only my own network login and secret password unless my teacher has given out a class login.

- I will only send messages to people I know, or people my teacher allows.

- The messages I send will be polite and sensible.

- From time to time I may see things which are unpleasant or that I know are wrong. If I see anything like this I will tell a member of staff as soon as possible.

- I understand that I must never give out my home address or phone number, or arrange to meet someone. I will tell a teacher if someone wants to meet me.

- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- I understand that the school may check my computer files and the Internet sites I visit.

- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or the school computers.

The school may exercise its right to monitor the use of all the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is taking place, or the system is used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Monitoring is triggered when a violation of this policy is registered on the system.

Acceptable Computer Use for Staff

The computer system is owned by the school. This Acceptable Use statement helps to protect students, staff and the school by clearly stating what use of the ICT resources is acceptable and what is not. If any further clarification is required please contact the Head of the school or the ICT for Learning Department at the Local Authority.

- School computer and Internet use must be for educational purposes. Any doubt as to what constitutes educational use should be referred to the Head of the school.
- Network access must be made with the user's authorised account and password, which **must not** be given to any other person. When temporarily leaving a workstation it should be locked. (Ctl-Alt-Del K) to prevent unauthorised access.
- Any messages should be written responsibly and politely. Abuse of any kind is forbidden.
- Users are responsible for any messages they send and for contacts made.
- Any unpleasant or inappropriate content should be reported to ICT services or the appropriate person in your school.
- Caution should be exercised before giving out any personal details, or information about the school, over the network.
- Anonymous messages and chain letters are not permitted.
- Not all resources on the Internet are free. Users must be aware of copyright and intellectual property rights before distributing content or resources.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT security systems must be respected; they are there for the benefit of all users. Any attempt to bypass security systems is a serious offence.

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Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	

Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	

Position	Apprentice
Name	Miss Olivia Meakin
Signature	
Date	