Abingdon Primary School

ICT Acceptable Use Policy

Policy Information	
Policy Written by:	Claire Flanders February 2026
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Introduction
This document outlines the purpose, nature and operational management of pupils access to the internet in Abingdon Primary School.

Linked Policies
This policy should be read in conjunction with the following policies:
- Safeguarding
- Complaints
- Freedom of Information
- Staff Conduct

Aims
The ICT acceptable use policy is designed to:
- Protect staff, volunteers and pupils from harm on the internet.
- Safeguard the school from inappropriate use of the internet.
- Put in place a procedure and structure to follow in the event of un-acceptable
    usage of the internet / schools ICT equipment

Statement of Intent
The Internet offers both educational and social opportunities for our children.
Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

Statement of acceptable use

1. School must obtain the **permission of parent(s)/guardians(s) / carer(s)** before pupils can be allowed to use the Internet including the school email service. The Parental Permission Form must be signed and returned to the school.
2. Pupils must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.
3. The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use (for instance during free choice time)
4. Pupils will be taught to be critical and discriminating in their use of Internet sites.
5. Pupils must only use the user name and password they have been given. A personal user name and password is only shared with the class teacher and a parent, guardian or carer.
6. Pupils will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
7. Pupils should not download and use material or copy and paste content which is **copyright**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned. The Internet access provided in Stockport Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly.
8. **Under no circumstances should pupils attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
9. Pupils will have opportunities to communicate with others through the email system in school. Pupils will only use these in accordance with the school's policy and procedure. **Responsible and considerate language** will be used at all times in communicating with others. It is important pupils understand that all mail sent using this system is screened for inappropriate language and any mail

found to contain such language will be re-routed to the headteacher in the school for disciplinary action which will include informing parents.

10. Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.

11. A few social network sites are now available which are appropriate and can benefit primary aged children. Parents should be aware that inappropriate sites are blocked within school and are not suitable for this age range due to the nature of the content. Pupils will be encouraged to **discuss their use of social network sites** with their parent(s)/guardians(s) /carer(s).

12. Parents are asked to **explain the importance** to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form.

13. Pupils will not bring into school portable equipment which can be connected to computers, e.g. USB penstick.

14. The use of blogs or social networking sites without the express permission of the class teacher, is totally prohibited. Failure to comply with these rules will result in one or more of the following:

   In the first instance:

- appropriate guidance / training will be given to prevent a future breach of the rules.

   In the event of future breaches:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

   If you do not understand any part of this "Acceptable Use Policy", parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your child.

Parental Permission for Pupil use of Internet Facilities at School

The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning. As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your child to use the Internet facilities safely, responsibly and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your child. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

www.thinkuknow.co.uk provides the latest information on Internet sites, mobiles and new technology together with resources to help you support your child. It also provides a link for reporting any concerns, you may have about content on the Internet.

The form below must be completed, signed and returned to the school for our records. Use of the Internet and/or learning environment and/or e-mail service will be withheld unless this has been done. (or completed online via school spider

_____

I have read, understood and explained the Acceptable Use Policy to my child:

Pupil Name (PLEASE PRINT) _____ of class _____

Name of Parent/Guardian/Carer (PLEASE PRINT) _____

Signature of Parent/Guardian/Carer _____ Date _____

Parents and Carers are encouraged to always take care to protect your home computer and members of the family who use it and to be aware that the internet can be accessed from games consoles and mobile phones.

- Filter unsuitable sites so that they cannot be seen or used by your children. This doesn't have to cost a lot. Many internet service providers (like AOL or BT) will include filtering and some level of internet security free. You might want to check with them what is already available before buying extra security software. Most specialist PC stores can advise you.
- Talk to your children about how they use the Internet and tell them about the risks of downloading files from unknown sources or putting personal information on the Internet. The school will be doing this but you can help by repeating the message at home.
- To make sure your children are using the Internet safely, we strongly advise that you place your computer in a room also used by other members of the family.
- If there is something you feel unsure about when your child uses the internet, please come to school and ask the teacher

Staff /Volunteer Acceptable use agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:
• I understand that the school will monitor my use of the school digital technology and communications systems.
• I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
• I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)
• I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
• I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:
• I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
• I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
• I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
• I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
• I will not engage in any on-line activity that may compromise my professional responsibilities, including discussing school on social media.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.
• When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
• I will not use personal email addresses to correspond on school matters.
• I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
• I will ensure that my data is regularly backed up, in accordance with relevant school policies.
• I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
• I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless permission is gained from the Headteacher to do so.
• I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.

• I will only transport, hold, disclose or share personal information about myself or others, as outlined in the information Management and Confidentiality policies. Where digital personal data is transferred outside the secure local network, it must be password protected. Paper based Protected and Restricted data must be held in lockable storage.

• I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority. • I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:
 • I will ensure that I have permission to use the original work of others in my own work
• Where work is protected by copyright, I will not download or distribute copies (including music and videos).

 I understand that I am responsible for my actions in and out of the school.
• I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

    Staff / Volunteer Name: _____

    Signed: _____

    Date: _____

https://docs.google.com/forms/d/e/1FAIpQLSd-T0HUxhG1ZgCPOvlQ65tMf8btp5XGRRpO6tahJOQ5nfBZyw/viewform?usp=header