



# ACCEPTABLE USE POLICY FOR ICT (PUPILS)

Policy lead:	Mrs S Thompson
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Approval needed by:	

Leighton Academy is part of The Learning Partnership.





## ICT ACCEPTABLE USE POLICY (PUPILS)

Leighton Academy recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the academy. The academy aims to make the ICT facilities available for all pupils, in order to support their studies. To allow for this, Leighton Academy requires all pupils' parents to sign a copy of the Acceptable Usage Policy before they use the ICT facilities.

Listed below are the terms of this agreement. All pupils at Leighton Academy are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully** and sign and date it in order to indicate your acceptance of the policy on your child's behalf. Access to the ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take the time to explain/discuss this with them.

### Equipment

#### 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, laptops, netbooks, iPads, digital cameras, keyboards, mice or other hardware.
- Change or removal of software.
- Change or removal of any data stored on hard drives.

These actions make it difficult to ensure that the academy is able to provide your child with reliable and available computer equipment. This also incurs cost implications for the academy.

### Internet and Email

#### Content filtering and use of the internet

Leighton Academy provides layers of internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. Leighton Academy uses the filtering system EXA, which provides internet use that is safe and used only for educational purposes. EXA identifies any misuse and records information so it can be investigated.

#### Email

As part of your child's work in Computing and other subjects, we offer supervised access to the internet. On some occasions, children are offered the opportunity to use e-mail inside the academy, for example, to communicate with other children. This will be supervised by staff.

The internet is a good source of information and provides educational activities, which is a great benefit to the children. However, there are concerns about inappropriate materials and the

academy takes a range of measures to minimise these risks:

- All access to the internet is supervised by adults.
- A high-level filtering system is in operation. Children are not allowed access to chat rooms at any time.
- Children are taught about keeping safe online by teachers and outside agencies.

Any electronic communication is supervised by adults.

It is important in all emails to:

- Be polite – never send or encourage others to send abusive messages.
- Use appropriate language

### **External Services**

At Leighton Academy we provide many web-based portals that allow children to access a range of learning resources. These web-based portals are Mathletics, Purple Mash, TT Rockstars, Accelerated Reader, Times Tables Rock Stars and Linguascope. Use of these services should only be in accordance with the following guidelines:

- The portals are provided for the use of Leighton Academy staff and pupils only. Access by any other party is strictly prohibited.
- Your child should never reveal his/her password to anyone or attempt to access the service using another pupil's login details.
- Leighton Academy can make no guarantees as to service availability or quality that these portals provide.

## Privacy and Data Protection

### Passwords

Children will be given simple passwords to access our web-based portals.

### Mobile Technologies

For reasons of safety and security, your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the academy or risk the welfare of the pupils or adults that work within the academy. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the academy.

### Service

Whilst every effort is made to ensure that the system, both hardware and software are working correctly, the academy 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. Use of any information obtained via the academy's ICT system is at your own risk. Leighton Academy specifically denies any responsibility for the accuracy of information obtained whilst using ICT systems.

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Required Signatures:

### PARENTS/CARERS

I have read this Acceptable Use Policy **and I have discussed this with my child.**

I agree for my child:.....Class:..... to use the internet and Email in accordance with the school guidelines.

Signed:.....**Parent/Carer**

Signed:.....**Pupil**

Date:.....

**Please return this slip to Leighton Academy**