

St Michael's Catholic Primary School  
Acceptable Use Policy

In formulating and applying this policy, the Governing Body and Staff of our Catholic school seek to promote and implement in relevant ways the aims and intentions of the Mission Statement, '*Praise the Lord in Work, Play and Prayer*', that has been agreed by the whole school community.

Computer assisted learning forms an integral part of our school curriculum. The purpose of this policy is to ensure that the ICT equipment and applications within our school are used responsibly. This policy applies to the use of all ICT equipment within the school and the use of all equipment when it is used outside school premises.

#### School Network

All full time pupils and every member of staff is issued with a user name and password to access the school network. Although passwords are universal for ease of whole class access, individuals are only permitted to enter their own user areas unless otherwise instructed from persons of appropriate authority. Staff are provided with access to all children's user areas. No information should be stored in an individual's user area or in a shared folder that might cause offence to a third party.

#### Internet Access

Children and adults will only use the internet once appropriate consent had been given. Internet content at St Michael's is filtered by the Local Authorities Fire Wall and all internet activity is monitored by the LEA. Staff will endeavour to ensure that Foundation and Key Stage One children will only be allowed to access websites that have been previously approved by a member of staff. All children will have an adult present when accessing the internet. Pupils must not share personal information or arrange meetings over the internet with any parties external to the school. If anybody encounters material on the internet when using the schools broadband connection which makes them feel uncomfortable they will inform the head teacher or ICT subject leader who will investigate the incident and subsequently report it to the LEA if deemed necessary. No person should be deliberately use school equipment to attempt to access sites which might be deemed offensive be a third party or which do not comply with the values of our school. In order to help the children of St Michael's stay safe, they will take part in at least 6 lessons each year, focused on promoting safe and sensible use of the internet.

#### E-mail

Every member of staff and all children within Key Stage Two will be issued with a school e-mail address which is linked to their school Learning Platform log on names and passwords. Staff are encouraged to change their password to something personally memorable and not to share it with anyone. Pupil e-mail accounts must only be used to communicate with persons known or other persons that have been authorised by a member of teaching staff. Pupils must not share personal information or arrange meetings via e-mail with any parties external of the school. E-mails sent from these accounts should be polite and sensible. These e-mail accounts should not be used to transfer images or documents that other people may find offensive or that do not reflect the Catholic values of our school.

Use of Digital Images

Digital images will only be taken, and subsequently used, once appropriate consent has been given. A record of consent from parents is stored in an Excel sheet in Staff Shared. The images taken will have purpose; either for enhancing the school curriculum, for recording children's achievements or for promoting the school. An electronic version of these images will be stored while needed on the school network; either within the pupils or staffs own user area or on the staff shared area. With consent, these photos will be displayed within school or school publications, including the school website as a reflection and celebration of the achievement of our learners. All classes have their own cameras, eliminating the need for staff to use their own cameras or phones to take photographs of children.

*If this policy is deliberately breached then the individual/s concerned could be stopped from accessing the internet or using ICT equipment within the school. The Head teacher will action appropriate disciplinary proceeding judged on an individual basis.*

Presented to Governors \_\_\_\_\_

Approved by Governors \_\_\_\_\_