

Pirbright Village Primary School



ICT Acceptable Use

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1. Introduction

This policy sets out the acceptable use of ICT at Pirbright Village Primary School by all users: pupils, staff, governors, volunteers and visitors. It covers use of the internet, email, social media, mobile devices, photography/filming, and data protection as it applies to hardware and software used in school or for school purposes.

This policy should be read alongside the school's Safeguarding Policy and reflects statutory guidance including Keeping Children Safe in Education (KCSIE).

The aim is to:

- ensure all users behave safely, respectfully and responsibly when using ICT;
- protect our school ICT systems and users from misuse, threats or harm;
- safeguard pupils, staff and the wider school community from risks associated with online activity;
- ensure compliance with legal obligations such as data protection, copyright, etc.

2. Scope

This policy applies to:

- all staff (teaching, non-teaching), governors, volunteers, visitors;
- all pupils, in all year groups;
- all devices provided by the school (computers, laptops, tablets, etc.);
- personal devices when used in school or when connected to school systems/networks or used for school activities.
- This policy also applies to the use of school systems and platforms accessed from home or off-site.

3. Safe Use of the Internet & Online Content

- Internet access is a planned part of the curriculum, to support learning, research and staff work.
- We use filtering and monitoring systems to help prevent access to inappropriate or harmful material.
- Pupils will be taught to:
 - judge the reliability and bias of online content;
 - distinguish between fact and opinion;
 - avoid inappropriate content;
 - understand their digital footprint;
- If pupils encounter something upsetting, offensive or concerning online, they must tell a teacher or other adult immediately.

4. Email, Communication & Social Media

- All school email accounts and communications must be used professionally and appropriately.
- Pupils may use email only under supervision and following taught rules. Teachers will monitor or check pupil-sent messages where relevant.
- Staff must ensure they follow school policy when using personal or public social media with relation to school matters (e.g. avoid posting private/pupil data, images, or content that may bring the school into disrepute).
- Personal details, passwords, private address/location info must not be shared publicly.
- Staff must remain vigilant to phishing, scams and suspicious links, and report concerns to the Computing lead.

5. Device Usage, Mobile Devices & Personal Devices

- School-provided devices must be used with care; damage must be reported.
- Personal devices used in school contexts must adhere to school rules, including filtering, supervision, security.

- Mobile phones or smart devices with cameras/screen capabilities should be switched off or put away during lessons, unless explicitly allowed for educational purposes.
- Visitors should follow the same rules when using personal devices on site or using school ICT.

6. Learning, Education & Curriculum

- Online safety is integrated into the computing curriculum and taught explicitly at all year levels.
- Other opportunities (PSHE, assemblies) will be used to reinforce online safety messages.
- Pupils will be taught about: self-image and identity; online relationships; online reputation; online bullying; managing online information; health, well-being and lifestyle; privacy and security; copyright and ownership.
- Use of AI tools – The use of artificial intelligence (AI) tools must be supervised and age-appropriate. Pupils must not input personal data into AI tools. Staff must ensure AI is used to support learning, not replace independent thinking.

7. Monitoring & Reporting

- ICT usage will be monitored (web traffic, sites visited, emails) to ensure adherence to this policy and to detect safeguarding or security concerns.
- Any incidents (misuse, exposure to inappropriate material, online bullying, etc.) must be reported to the class teacher, the ICT Lead, or the DSL following school procedure.
- Consequences of breaches will be proportionate, which may include temporary/permanent loss of ICT privileges, parental involvement, and further disciplinary or safeguarding action if needed.

8. Parental / Carer Involvement

- Parents/carers will be informed of this policy and asked to support the school's efforts (e.g. reinforcing rules, supervising ICT/online use at home).
- The school will provide guidance and resources for families to promote online safety at home.

Appendix 1

Adult Acceptable Use Agreement

(For staff, governors, volunteers and visitors)

As an adult user of the ICT systems at Pirbright Village Primary School, I agree to:

- use the school's ICT systems and internet access responsibly, professionally and lawfully;
- keep usernames and passwords safe and secure;
- respect the privacy and confidentiality of others, following GDPR and school policies on data protection;
- only use school ICT for professional and educational purposes, and ensure personal use is minimal and appropriate;
- communicate respectfully and professionally online, via email or other platforms;
- not share or post anything (including on social media) that could bring the school into disrepute;
- only use school-approved devices/cameras for photos or videos of pupils, and only with appropriate permissions;
- report any concerns, misuse or safeguarding issues to the Designated Safeguarding Lead (DSL) immediately;
- not install unapproved hardware/software, or attempt to bypass security, filtering or monitoring systems;
- respect copyright, licensing and intellectual property rights.

I understand that any breach of this agreement may result in disciplinary action and, if necessary, referral to safeguarding or legal authorities.

Key Stage 1 Pupil Acceptable Use Agreement

When I use the computers, iPads, or go on the internet at Pirbright Village Primary School:

- I will only use them when my teacher says I can.
- I will be kind and polite when I am online.
- I will only use my own username and password.
- I will not tell anyone my password.
- I will only go on websites and apps my teacher has said are OK.
- I will not share my name, address or any other personal information online.
- If I see something that upsets me, I will tell my teacher straight away.
- I will look after the computers and iPads carefully.

I know that if I break the rules, I might not be allowed to use the computers or iPads.

Key Stage 2 Pupil Acceptable Use Agreement

When I use computers, iPads, or the internet at Pirbright Village Primary School:

- I will use them sensibly, politely and only for schoolwork.
- I will keep my username and password secret and not use anyone else's.
- I will not change or delete other people's files.
- I will only visit websites, apps or games my teacher says are safe and suitable.
- I will not share personal information (like my name, address, phone number, or photos) online.
- I will not send unkind or unpleasant messages.
- If something online makes me worried, upset, or unsure, I will tell my teacher straight away.
- I will look after school devices and treat them with care.
- I understand the school may check what I do online.
- I know that breaking these rules may mean I lose ICT privileges and my parents/carers will be told.