



**Acceptable use of the school's ICT facilities and internet:
expectations for pupils and parents/carers**

Kirkby Woodhouse provides children with excellent ICT facilities and platforms in order to further advance curiosity and learning. ICT supports many areas of learning and we want children to use, enthuse, and develop in a safe environment.

When pupils use the school's ICT facilities (like computers and equipment) and get on the internet in school, they will not:

- Use them without asking a teacher first, or without a teacher in the room
- Use them to break school rules
- Go on any inappropriate websites (they know how to report inappropriate content)
- Go on any social networking sites (these are blocked through the school's filtering systems)
- Use chat rooms
- Open any attachments in emails, or click any links in emails, without checking with a teacher first
- Use mean or rude language when talking to other people online or in emails
- Share passwords with others, or log in using someone else's name or password
- Bully other people

Pupils understand that the school will check the websites visited and how the school's computers and equipment is used. This is so that they can help keep pupils safe and make sure the rules are being followed. Pupils will tell a teacher or a member of staff immediately if anything is found on a school computer or online that is upsetting, or that is mean or wrong.

Pupils will always be responsible when they use the school's ICT systems and internet.

Pupils understand that the school can discipline them if they do certain unacceptable things online, even if they are not in school when they do them.

Children have a responsibility to take good physical care of any ICT equipment that they use.

Important – Please Note:

In an evolving digital world, children are increasingly using online platforms to explore, contribute and document their work and progress. KWS take privacy and security seriously and will ensure that great care is taken with data relating to children's information. As a school, all children are allocated an email address with a Google account to access online services; these details are unique to each child and log in details and passwords must be kept confidential. Children are not identified using full names, and no other information is used (for example DOB or location) for any account details external of the school. The school follows a strict code of conduct in relation to GDPR and security of data. We use many third-party platforms such as Seesaw, Tinker Cad, Google, Adobe and Book Creator, amongst others. Subscription to these services uses the same limited details provided through their email accounts. All children's email accounts are limited to communication within the school domain and children cannot be contacted from outside of the organisation.

Parent/carer expectation: Parents/carers agree that their child (children) can use the school's ICT systems and internet when appropriately supervised by a member of school staff. They agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure their child (children) understands these.