

Children's Acceptable Use (ICT) Policy

Ermine Street Church Academy

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| First approved by Governors | 20th September 2016 |
| Policy to be reviewed every 2 years. | |
| Reviewed by Governors | 3rd May 2017 |

This policy covers the following aspects of e-safety in relation to children:

- **Use of school based equipment**
- **Response if the rules are not followed**
- **Curriculum**
- **Social media**
- **Mobile phones and similar devices**

Use of school based equipment

When using the school's ICT/computing equipment, pupils must comply with the following rules:

Think About IT

When you use an Ipad or Chrome Book remember these things.



Just use them for school work.



Only use them when you are told you can and an adult is with you.



Don't share your passwords. Tell your teacher if you think someone else knows them.



Ask an adult before you open an email.



Never share your full name, phone number or address.



Always be polite when you send a message.



Only use www.kidrex.org to search and only search for what your teacher tells you.



Only go to another website if an adult tells you to.



Only click on links when you are told to.



Tell an adult if you see something which upsets you or you know is wrong.

These rules are there to keep you and your friends safe.

- These rules are shared, revisited and emphasised with all children regularly. In the Autumn term of every school year this is done as part of an e-safety unit. Throughout the remainder of the year, 'Think About IT' is a constant part of the language and expectations set whenever the children are involved in using any form of ICT.
- 'Think About IT' is displayed in every room that the children access and also on the Ipad and Chrome Book trolleys.
- The rules apply to extra-curricular clubs and The Hangar Club, as well as the classroom and learning during the school day.

Response if the rules are not followed

- Education is the best form of Internet safety. All teaching and learning that involves the use of IT resources will be accompanied by reinforcement of 'Think About IT' and the reasons for its implementation.
- However, constant, complete compliance with any set of rules cannot be guaranteed. Should a child deliberately go against our expectations then consequences will be implemented. The nature of these consequences will be determined on a case by case basis, with reference to our Positive Behaviour Policy and the latest Cambridgeshire County Council Exclusion Guidance. As a result, the consequences could range from a loss of Golden Time, to restricting a child's use of IT equipment right through to exclusion.
- It may also be necessary to take safeguarding actions and log or make a referral to Social Care about the incident.
- In all cases, Ermine Street Church Academy will inform parents and maintain a dialogue with them.
- Serious incidences will also be reported to the Principal Officer Compliance, Safeguarding & Governance, Diocese of Ely Academy Trust.
- The Headteacher will also review current practice to establish whether improvements are necessary and report the incident and outcomes to the Local Governing Body.

Curriculum

- As stated above, education is the best form of Internet safety. All teaching and learning that involves the use of IT resources will be accompanied by reinforcement of 'Think About IT' and the reasons for its implementation. In addition, an e-safety unit is taught to the children through PSHCE/Computing at the beginning of the Autumn term every year. This unit is based upon the Cambridgeshire ICT Service scheme of work.
- Some software and online resources used by Ermine Street Church Academy does allow for communication with other children, e.g. Google classroom and Purple Mash. However, in all of these cases, this communication is limited to people within pre-determined school groups that are set up by members of staff.
- Children e-mailing staff. If a child completes a piece of home learning electronically they are welcome to e-mail it to the school as long as their parent gives them permission to do so. All such e-mails should be directed to the school's Office account businessmanager@erminestreetca.org.uk.
- Staff must support and promote this policy at all times. They should model safe and responsible behaviour in pupils when using IT to support learning and teaching.

Social Media

- Social media software providers set a minimum age requirement, for example this is 13 years old for Snapchat and Facebook. Therefore, Primary aged children should not have their own social media accounts.

- Ermine Street Church Academy fully supports these minimum age requirements and strongly recommends that parents follow them.
- Social media can be a source of unpleasantness, bullying and age-inappropriate content and so children exposure to it can be damaging.
- Ermine Street Church Academy recommends that parents access the NSPCC NetAware website for further information www.net-aware.org.uk

Mobile phones and devices

- Children who walk to and from school alone (i.e. those who have permission and are in Year 5 or Year 6) are permitted to bring mobile phones to school. These are for use on the way to and from school. They must be switched off and put away when the child is on the school site.
- Upon entering the school, children must hand in their mobile phone. All such phones will be signed in and out by the child and stored in the school office during the day.
- Occasionally, children will be permitted by a member of staff to bring in items such as Ipads. Reasons for doing so could include reading an ebook or sharing a piece of homework that cannot be sent in via e-mail. On such occasions, the device will be handed in and stored in the same way as mobile phones. These devices will not be allowed access to the school's wifi or network.
- The school takes no responsibility for any damage which occurs while device is in the child's care.