Langley Mill Church of England Infant School and Nursery

Acceptable Use of IT, the Internet and Electronic Communication for Pupils Policy

Always our best for God, each other and ourselves

This policy has been impact assessed in the light of all other school policies and the Equality Act 2010.

Written / Reviewed by	Date	Changes Made		New Version		Next Review Date
P Wakefield	September 2026	Yes	No	Yes	No	September 2027

Langley Mill Church of England Infant School and Nursery Policy on Acceptable Use of IT, the internet and Electronic Communication

Langley Mill Church of England (Controlled) Infant School and Nursery recognises the importance of IT in education and the needs of pupils to access the internet and computing facilities available within the School. The School aims to make the IT facilities it has available for pupils to use for their studies. To allow for this Langley Mill Church of England (Controlled) Infant School and Nursery requires the parents and carers of all pupils to read, understand and agree to abide by this policy.

Listed below are the terms of this agreement. All pupils at Langley Mill Church of England (Controlled) Infant School and Nursery are expected to use the IT facilities in accordance with these terms. **Please read this document carefully, your completion the enrolment forms accepts this policy on your child's behalf.** Access to the School's ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please take time to discuss this with them.

1. Equipment

1.1 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 laptops, tablets, monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school can provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Computers are linked to the photocopier for printing. It is important that children learn to press the print key once, only when their work is complete and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

Langley Mill Church of England (Controlled) Infant School and Nursery provides internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering service NSC Web Filtering from Capital Bytes which is the DCC recommended provider which seeks to provide internet use that is safe and for educational purposes only.

2.2 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children may be offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However, there are concerns about inappropriate materials and the school 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 safe Internet use by their teachers.

3. External Services

3.1 Managed Learning Environment Software **[Class Dojo]**

ClassDojo is an educational technology platform that connects teachers, students, and families. It allows teachers to document classroom activities and share them with families through photos, videos, and messages. ClassDojo also facilitates communication between teachers and parents, enabling private messaging and feedback on students' skills. Additionally, it helps create student portfolios, making it easier for families to stay informed about their children's school activities

Use of this service should only be in accordance with instructions from the class teacher and in accordance with the following guidelines:

- Access by any other party is strictly prohibited.
- You and your child should never reveal his/her password to anyone or attempt to access the service using another pupil's login details.

4. Privacy and Data Protection

4.1 Passwords

Children will be given a simple and an easy to remember password which they will learn to use, where, on the very rare occasion that this is appropriate. These are personal and should not be shared.

5. 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 school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

The use of mobile phones is strictly prohibited in school.

6. Wearables

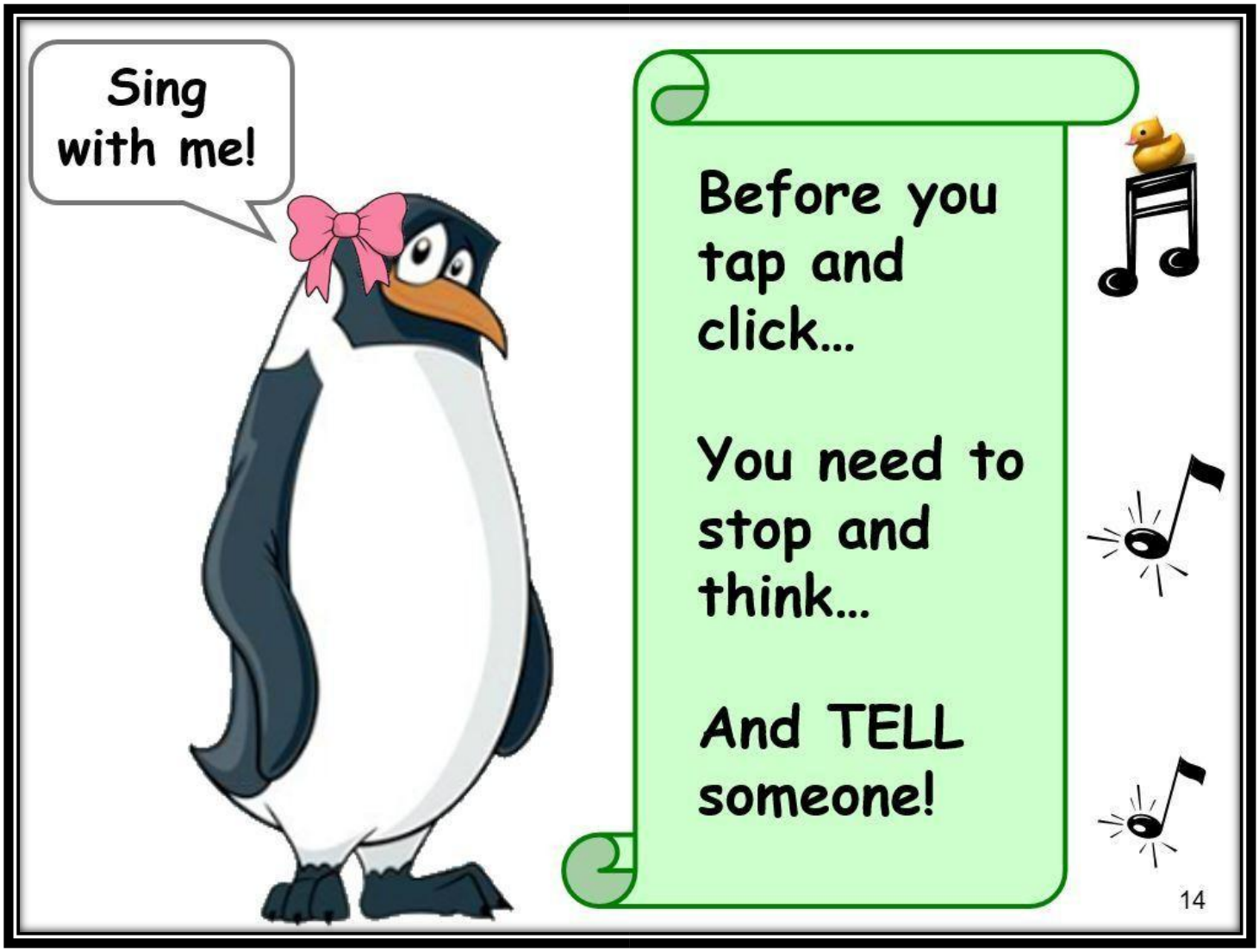
Wearable technology e.g. Apple Watch, Fitbit etc. is becoming increasingly more popular. The school insists that any wearable that is capable of communicating is **not** to be worn by pupils in school.

The wearing of such devices is strictly prohibited in school.

7. Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school 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.

Online safety poster and screen saver taken from the story 'The Adventures of Smartie the Penguin' written by Childnet International


Sing with me!
Before you tap and click…
You need to stop and think…
And TELL someone!
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