

# Hollingwood Primary School

## Acceptable use of IT for pupils



This Child Protection and Safeguarding Policy will be reviewed by the Snr Designated Safeguarding Lead *Helen Marshall Headteacher* on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will as a minimum be fully reviewed as a minimum once a year during the autumn term provided to the *Governing Body* for approval and sign off at the first autumn term meeting.

Date of last review: September 2024

Date of next review: November 2025

**Policy review dates and changes**

<b>Review date</b>	<b>By whom</b>	<b>Summary of changes made</b>	<b>Date ratified by governors/trustees</b>	<b>Date implemented</b>
<b>September 2022</b>	<b>Head</b>	<b>New Headteacher</b>		<b>September 2021</b>
<b>November 2023</b>	<b>L. Robinson</b>	<b>New Headteacher</b>		<b>September 2023</b>

## Section 1: 12 Rules for Acceptable and Responsible ICT

Use of these rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers and iPads for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail if my teacher has granted permission.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it. Stop and think, BEFORE you click!
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- I will not use my own or school devices to make calls, take photographs or download content on the school wifi
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult