



Cam Hopton Church of England Primary School

Life in all its fullness

ACCEPTABLE USE OF ICT BY CHILDREN POLICY

Document History

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This policy is to be reviewed in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

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Acceptable Use of ICT by Children

Purpose and scope

- **Purpose:** To ensure safe, responsible and respectful use of information and communication technology (ICT) by pupils across Cam Hopton, whether using school-provided devices, or devices at home when engaging in school activities.
- **Scope:** This applies to all pupils, parents/carers, staff, volunteers and governors when pupils use ICT for schoolwork, remote learning, clubs, trips and any school-related activities.

Aims

- Keep pupils safe online and protect their wellbeing.
- Promote positive digital citizenship and responsible behaviour.
- Protect school systems, data and devices.
- Set clear expectations and consistent responses to misuse.

Key responsibilities

- **Governing body / Headteacher**
 - Ensure policy implementation, resources and compliance with safeguarding and data protection obligations.
 - Ensure staff training and appropriate technical controls (filtering, monitoring).
- **Designated Safeguarding Lead (DSL)**
 - Lead incident responses and liaise with external agencies when required.
- **Staff**
 - Teach and model safe ICT use, supervise pupils, report concerns to the DSL and enforce the policy fairly.
- **Pupils**
 - Follow the pupil Acceptable Use Rules, report concerns and use devices responsibly.
- **Parents / Carers**
 - Support this policy and supervise home use as appropriate.

Acceptable use — pupils

- Use school ICT systems, the internet and devices only for learning and approved activities unless given explicit permission.

- Follow teacher and teaching assistant instructions about when and how devices may be used; do not use devices during lessons unless directed.
- Only use usernames, accounts and passwords assigned to you. Keep passwords private.
- Treat others with respect — do not send or post hurtful, threatening or abusive messages (no cyberbullying).
- Do not access, download or share inappropriate material (pornography, violent or illegal content).
- Do not install or run unauthorised software or apps on school devices.
- Do not attempt to bypass school internet filtering, monitoring or device-management controls.
- Ask permission before taking, storing or sharing images, sounds or video of anyone; do not upload or share images of others without consent.
- Only use your own or school-authorised cloud/storage accounts for saving schoolwork.
- Respect copyright and licensing — do not copy or use others' work without permission.
- Bring personal devices only if allowed and follow the same rules as for school devices.
- Report any concerns, worrying content or incidents to a teacher or trusted adult immediately.

Safeguarding, privacy and data protection

- Cam Hopton uses filtering and monitoring systems to protect pupils; these are not a substitute for supervision.
- Pupils' personal data must be processed in line with privacy notices and data-protection law (including secure storage, limited access and lawful purpose).
- Parents will be informed of the intended/possible use of photos, video and online platforms and asked to give or withhold consent.
- Staff must escalate safeguarding concerns to the DSL without delay.

Personal devices

- Pupils should not need to bringing personal devices into Cam Hopton. However where this occurs e.g. medication monitoring, it is subject to prior permission from the school and adherence to this policy.
- Cam Hopton accepts no responsibility for loss, theft, damage or technical support of personal devices.
- Personal devices must not be used to photograph or video other pupils.
- Cam Hopton insists that pupils hand in devices during school hours.

Remote learning and home use

- Pupils must follow the same behaviour and safeguarding rules when learning remotely.
- Parents should ensure a safe learning environment at home and report any technical or safeguarding concerns to school.
- Use only school-approved platforms for live lessons, assignments and communication.

Social media and online communication

- Most mainstream social media services require users to be at least 13; pupils should not create accounts while in primary school unless the school explicitly permits and supervises a specific service. At home parents are solely responsible for monitoring their children's online activity.
- Pupils must not follow, friend or message staff on personal social media accounts.
- Posting images or comments that identify or shame others is unacceptable and will be treated as a safeguarding/behavioural matter.

Technical controls and security

- School devices will be protected by managed accounts, filtering, antivirus, regular updates and backups.
- Pupils must not attempt unauthorised changes to device settings, remove management controls or tamper with security software.

Monitoring, reporting and responding to incidents

- Cam Hopton monitors the use of its ICT systems and investigates suspected breaches.
- All incidents should be reported to a teacher or the DSL. The school will record incidents and actions taken.
- Responses will be proportionate and may include:
 - Restorative conversations or education about online behaviour
 - Temporary loss of ICT privileges
 - Confiscation of personal devices where policy breaches occur on site
 - Referral to external agencies, police or social care for serious offences
 - Sanctions outlined in the school behaviour policy for repeated or serious breaches
- For safeguarding incidents, the DSL will follow the school safeguarding procedures and statutory guidance.

Consequences for misuse

- Cam Hopton will follow the behaviour policy.
- Incidents involving suspected bullying will be recorded on CPOMS and restorative work will be done with children and parents.

Related Policies:

Acceptable Use of ICT - Adults
Behaviour
Safeguarding and Child Protection
Code of Conduct & Whistle Blowing
Guidance to Safer Working Practice
Health & Safety
KCSiE
Children Missing in Education
Working Together to Safeguard Children
Early Years Framework
Prevent Duty

Cam Hopton CE Primary School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to serve the community by providing high quality education and promoting Christian Values.

APPENDIX A – Acceptable Use Rules KS1 and KS2

Cam Hopton CE Primary School

Life in all its Fullness

EYFS & Key Stage 1 Responsible Computer & Internet Use

Class:

This is how we stay safe when we use computers in school:

WE WILL ...

- Ask permission before using the computer and the Internet.
- Only use activities that an adult has told or allowed us to use.
- Only open our own files.
- Only make or delete files and folders which are our own, with permission from an adult.
- Always tell an adult if we see anything we are unhappy with or if we receive messages we do not like.
- Allow our files and internet sites we visit to be checked.
- Ask for help from an adult if we are not sure what to do or if we think we have done something wrong.
- Log off our equipment after using it.
- Clean our equipment after using it.
- Plug in our equipment after using it.

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Key Stage 2 Responsible Computer & Internet Use

Class:

These rules will keep us safe and help us be fair to others:

WE WILL ...

- | | |
|--|--|
| <ul style="list-style-type: none">• Ask permission before using the computer and Internet.• Only access the Internet for schoolwork and homework.• Only open and delete our own files.• Only send messages to people that an adult has approved and that are polite and sensible.• Never give our home address or phone number, send a photograph or video, or give any other personal information that could identify us, our family or friends, unless a trusted adult has given permission.• Never arrange to meet someone we have only ever previously met on the Internet. | <ul style="list-style-type: none">• Always ask permission before opening an e-mail or e-mail attachment and never use internet chat.• Remember that some websites and social networks have age restrictions and I should respect this.• Always tell our teacher/adult if we see anything we are unhappy with or if we receive messages we do not like.• Allow our files or messages and internet sites we visit to be checked.• Give our mobile phones to our teacher in the morning for safe keeping if we have one because we walk to and from school. |
|--|--|

APPENDIX B: Inappropriate Website Recording Form

Name of person making the report	
Date	
URL of site (www)	
Brief description of site	
Name of child who found the site	
Ipad/Laptop Number used	
Year group affected	
Please return to:	The Head Teacher
Action taken	
Date	
Signed	

Notes:

APPENDIX C: Posters for children

Key Stage 1



Be a Digital Super Hero!

1 Use devices for learning -

- Stick to school-approved apps and websites.

2 Keep your information private

- Keep your info private: only share necessary details.

3 Let the info stay private

- Don't share your full name, address, phone number, school name, passwords or photos.

4 Think before you post!

- No mean messages or sharing embarrassing things.

5 Think before you post

- Be kind and respectful online.

6 Ask before you post

- Always get permission before posting.



Keep info private. Be kind and respectful



Tell a trusted adult if something's wrong



Follow your home device rules.

Enjoy technology safely, playing and learning