ICT Policy

Policy Review

Last reviewed: August 2023

Date of next review: August 2024

Purpose

At St Mary's on the Hill Primary School our vision is to create motivated 'life-long' learners through the use of ICT to enhance and extend learning and teaching across the whole curriculum. As ICT is continually developing and new technologies emerging, we as a school will strive to give all pupils the skills to prepare them for a future in which ICT is an integral part of society.

Our vision encompasses the following aims:

- ICT will be embedded into everyday school life by enabling pupils to explore, express, exchange, evaluate and exhibit their work.
- To provide opportunities to enable all staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To ensure ICT has a fundamental role in developing and enhancing our school's key learning aims in promoting the pupils' educational, physical and social needs.
- To use ICT to develop an online community, sharing ideas and resources between pupils, staff, parents, governors, other schools and the wider community.

Other relevant policies:

- Anti-bullying
- Positive behaviour
- Special Educational Needs
- Staff Code of conduct
- Child Protection and Safeguarding
- Privacy Notices
- Data Protection Policy
- Remote Learning Policy
- Social Media Policy

Introduction

In St Mary's on the Hill Primary School, we believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. Therefore, ICT prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. We recognise that ICT is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibility, creatively and with discrimination.

They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. The uses of ICT throughout the curriculum encourage critical thinking, imagination and creativity, problem solving, initiative and independence, teamwork and

reflection. St Mary's on the Hill Primary School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5 'E's within the tasks and activities already being carried out.

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

St Mary's on the Hill Primary School is well equipped with networked laptops, PCs and iPads in each classroom as well as a computer suite containing 15 networked laptops.

Every class has access to:
- A number of workstations including laptops and desktops
- A printer
- An Interactive Touch Panel
- Class iPads
- School set of iPads (timetabled on a weekly basis)
- Wireless router in each classroom
- Online learning platform– P1-3 Seesaw, P4-7 Google Classroom

<u>ICT Vision</u>

St Mary's on the Hill Primary School fully acknowledges the role of ICT, digital and multimedia technology in enhancing learning and teaching and empowering learners.

In St Mary's on the Hill Primary School we believe that:

- ICT is not only taught as a distinct subject; it is also a tool to be used throughout the curriculum.
- ICT is embedded through the curriculum and as such supports the raising of standards in literacy and numeracy.
- ICT practice should build upon pupils' prior knowledge and provide opportunities for pupils to develop as independent and collaborative learners commensurate with their age and abilities.
- There is a need for balance between the development of ICT skills and the application of these skills to the curriculum.
- ICT supports the Thinking Skills and Personal Capabilities Framework within the Northern Ireland Curriculum and enables pupils to plan, do and review their work.
- The use of ICT away from school (home/library) will continue to be encouraged through projects and homework which can be accessed through My School, Google Classroom or Seesaw.

- Parents should be encouraged to access and make use of the new school website which is regularly updated – stmarysonthehill.co.uk

Coordination of ICT

The ICT co-ordinator, in consultation and liaison with teachers, will:
- Raise standards in ICT as it is an assessed subject within the Northern Ireland Curriculum,
- Facilitate the use of ICT across the curriculum in collaboration with all subject coordinators,
- Provide or organise training to keep staff skills and knowledge up to date,
- Advise colleagues about effective teaching strategies, managing equipment and purchasing resources,
- Monitor the delivery of the ICT curriculum and report to the principal on the current status of the subject,
- Update ICT policies, and
- Keep staff abreast of new developments.

Learners

Pupils will:
- Acquire a range of up-to-date multi-media ICT skills and competences and have opportunities to apply these across the curriculum,
- Engage in online learning,
- Have equitable access to ICT resources and ICT should be utilised to enable access to the curriculum for children with different needs including newcomer and gifted children,
- Have opportunities to engage in the assessment of their own work and others work in ICT, and
- Have an understanding of 'e-learning' and how to remain safe.

Teachers

Teachers will:
- Be aware of the contribution of ICT to enrich learning and teaching,
- Engage and deliver online learning,
- Use ICT to produce high quality learning materials and support innovative approaches to learning,
- Engage ICT to support whole class teaching via interactive whiteboards, interactive touch panels, Seesaw and Google Classroom,
- Integrate ICT into curriculum planning, classroom teaching and the assessment of pupils' work,

- Ensure that any ICT resources used in the classroom are appropriate to curriculum needs and the learning needs of the pupils,
- Provide opportunities for collaborative work between classes, schools and other organisations,
- Assess ICT in line with the requirements of the Northern Ireland Curriculum,
- Assign assessments in the form of tasks and record and manage pupil assessment data,
- Access the ICT team support network to develop their knowledge, skills and understanding and confidence in the use of ICT,
- Engage pupils in regular and well-informed discussions about their use of ICT and how to improve it including how to stay safe, and
- Ensure pupils' work is stored on the C2K network or One Drive, accessed through My School and/or Google Classroom.

Parents

Parents will:
- Support and understand the e-learning of their children.
- Access information that allows them to support and develop their children's learning via My School, online learning platforms and the school website.
- Know how to protect their children online via Internet Safety Talks, Parent Workshops and other school communications.

ICT Competences

At St Mary's on the Hill Primary School we endeavour to help our pupils to develop competence in the use of ICT.

ICT Competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and apply these in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

ICT and Northern Ireland Curriculum

Teachers will deliver explicit ICT lessons in order to ensure pupils reach the requirements of using ICT. They will use a range of activities to cover the requirements and will use the Desirable Features to guide their activities. The Desirable Features align with the Levels of

Progression and give a context for classroom work. Teachers will use the statements when assigning a level to a pupil's piece of work.

ICT will also be used across the curriculum to develop the pupils' skills and enhance other subject areas.

Literacy
ICT is a major contributor to the teaching of Literacy
- Children learn how to draft, edit and revise text.
- Children can create, develop present and publish ideas and opinions visually or orally.
- They learn how to improve the presentation of their work by using desk-top publishing and presentational software.

Numeracy
Many ICT activities build upon the mathematical skills of the children.
- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
- They can explore mathematical models e.g. use of BeeBots, EaRL, Spheros and spread sheets.

Personal Development and Mutual Understanding (PDMU) and Citizenship
ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.
- They develop a sense of global citizenship by using the Internet.
- Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of My School.
- They also gain a knowledge and understanding of the interdependence of people around the world.

Creative and Expressive
ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.
- Children will have the opportunity to develop their creativity through a range of network software and digital technology.
- They can explore the Internet to gain access to a wealth of images and information.

World around Us
ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

Equal Opportunities
The Northern Ireland Curriculum states that:

"All pupils, regardless of race, class or gender, should have the opportunity to develop ICT capability."

It is our policy to ensure this by:
- Giving all children access to ICT equipment,
- Keeping a record of children's ICT use to ensure equal access and fairness of distribution of ICT resources,
- Providing curriculum materials and software which are in no way class, gender or racially prejudice or biased,

Inclusion and Accessibility

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability. We recognise that ICT offers particular opportunities for pupils with different and additional needs as well as newcomer children and children who are gifted and/or talented. For pupils with learning difficulties and/or physical or sensory disabilities, appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

ICT can also be used to cater for the variety of learning styles within a class.

Using ICT can:
- increase access to the curriculum;
- raise levels of motivation and self-esteem;
- improve the accuracy and presentation of work;
- address individual needs.

We aim to maximise the use and benefits of ICT as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individuals or groups of children.

Progression, Monitoring, Assessing and Evaluating

Progression
- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the NI Curriculum.
- All teachers are encouraged to use the CCEA ICT Accreditation Tasks as a marker for progression through the levels.

Monitoring
The ICT co-ordinator will monitor:
- Planners to ensure continuity and progression.
- Pupils' work saved in individual folders and the C2K system.
- With the Senior Leadership Team (SLT), the standard of and progress made by pupils through the examination of books, lesson observations and electronic scrapbooks.

Assessing
- Evidence gathered each year is assessed by the ICT Coordinator/SLT.
- Primary 4 and 7 participate in CCEA ICT Accreditation, gaining external verification of ICT competences within St Mary's on the Hill Primary School.
- ICT will also be assessed by each class teacher through levelled tasks.

Evaluation
- The ICT Coordinator evaluates the use of ICT in teaching and learning and prepares reports for submission to the SLT/ Board of Governors.

Internet Safety

Steps we take to protect children in school:

Use of a Filtered Service
Access to the Internet on computers and laptops is provided through a filtered service. All access is provided through the C2K service which is designed to filter out unsuitable material. All iPads use the 'C2KWireless Network' which is also filtered by C2K.

Supervision
No filtering service is 100% effective; therefore, all children's use of the Internet is supervised as closely as possible by an adult/teacher.

Planned Activities
Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.

Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels.

Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words which have been tried out beforehand. Where possible, teachers will use QR codes to lead children directly to a particular website.

Restrictions on E-mail
P4-7 children are given individual web-based e-mail addresses. These accounts are filtered by C2K. The children would only be accessing emails in school when supervised by a teacher/adult.

Use of Agencies
Our pupils are regularly instructed on how to stay safe on the Internet and how to use communicative technology appropriately. Each year we celebrate Safer Internet Day and organise appropriate talks with external agencies. We also hold information sessions for parents and provide copies of policies on our website. Our Primary 7 children also participate in the PSNI Bee Safe programme and Google Be Internet Legends programme.

Internet Safety Rules

Children are taught to be 'Internet Wise' (netiquette). Children are made aware of internet safety rules and are encouraged to discuss how to cope if they come across inappropriate material e.g. SMART tips.

As part of our annual consent information, parents will be expected to discuss with their child, agree to and sign an Acceptable Usage Agreement and Student iPad Pledge on behalf of their child. (See Appendix 2 and linked below)

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material online they must immediately:

- Leave that website
- Inform an adult

Should a child or teacher encounter unsuitable material on the Internet, this will be reported to ICT co-ordinator and Principal using a reporting log (Reporting Log – Appendix 1). This information will then be logged with C2K via the C2K helpdesk number.

Points for Teachers to Consider

Internet use should be planned, task orientated and educational within a regulated and managed environment

- Supervision is the key strategy. Children should have a teacher or classroom assistant present when using the Internet. Computers should be positioned so that it is possible for adults to see materials on screen.
- Children should know why they are using the Internet. Aimless surfing should never be allowed. Teach children to use the Internet in response to a need e.g. to answer a question which has arisen from work in class.
- Search engines require careful use and planning/supervision. Children can be bombarded with information and yet fail to find the material they need. Teachers should select the search engine and topic and discuss sensible search words which have been tried out beforehand. Safari has been disabled on pupil iPads.
- Children do not need thousands of website addresses. A small appropriate choice is much more effective. 'Favourites' is a useful way to present this choice. Sites should always be previewed and revisited to be checked out. Consider off-line viewing.
- Discuss with pupils the rules for responsible Internet use. It is not enough to protect children from materials; we must teach them to become Internet Wise. Children need to learn to recognise and avoid the risks. Children need to know what to do if they come across inappropriate material or if they are approached by a stranger.
- They should ensure that the privacy settings are correct and that their account does not compromise their professional position. It is therefore essential that staff do not make disparaging remarks about employer/colleague/parents or pupils. Doing so in presence of others may be deemed as bullying and/or harassment. This may result in disciplinary action.

Staff Acceptable Usage Policy Agreement Link
https://docs.google.com/forms/d/e/1FAIpQLSd5jzmFRdBheMbdEsL6K43xpcncqc8mB1jVb
rhgp2kuxcbqdA/viewform?usp=sf_link

iPads

Guidelines on iPad Use

Care of iPad
- Each class teacher has the responsibility of ensuring their class iPads are regularly updated including the system and apps;
- Class teachers should monitor the work on the iPads, deleting any unnecessary data to ensure that storage can be utilised effectively;
- Users must use protective covers/cases for their iPad;
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad;
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen;
- Do not subject the iPad to extreme heat or cold;
- Do not store or leave unattended in vehicles;
- In the case of loss, theft or other damage occurring outside school, to repair, replace or make good the iPad to its original state.

Acceptable Use
- Use of the iPad should be considered the same as any other technology tool provided by the school;
- The user will abide by the schools Internet Acceptable Usage Agreement and Student iPad Pledge with regard to iPad usage;
- E-mail list of apps needed to ICT coordinator and they will consult the principal before purchasing;
- To ensure that all apps meet with the requirements of the school's ICT Policy;
- To inform the ICT coordinator of any apps that do not meet said requirements and remove them from your device;
- The iPad will not be synced or attached to your home or personal computer;
- To not use the device to store personal documents such as video or audio material other than that which is directly related to your school needs;
- Use of the camera only permitted in line with the Child Protection Policy;
- You will not remove profiles or restrictions placed on the device.

Security

- To not allow any pupil to use the iPad for any purpose except for curricular purpose under a controlled environment in the presence of a member of staff.
- Under GDPR, iPads are to be stored in a drawer/cupboard.

Safeguarding and Maintaining Each iPad as an Academic Tool

iPads should be charged and be ready to use in school every day. Any items that are deleted from the iPad cannot be recovered. The memory space on the iPads is limited so only school documents/materials should be stored. Each member of staff should know the whereabouts of their iPads at all times. It is their responsibility to ensure that the iPad is kept safe and secure. iPads should not be shared or tampered with in any way. If an iPad is found unattended, it should be given to the ICT coordinator or SLT Member immediately.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the ICT coordinator should be notified immediately.

Prohibited Uses of iPad:

- Accessing Inappropriate Materials – All material on the iPad must adhere to E-Safety. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials;
- Illegal Activities – Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity;
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad. An email should be sent with relevant apps to the ICT coordinator who will ask permission from Principal/Vice Principal;
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation;
- Images of other people may only be made with the permission of those in the photograph;
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission a member of the Senior Leadership Team;
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher;
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action;
- Any attempt to destroy hardware, software or data will be subject to disciplinary action;
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions;
- Individual users are responsible for the setting up and use of any home Internet connections and no support will be provided for this by the school;
- Users should be aware of and abide by the guidelines set out by the E-Safety Policy
- The SLT/Principal reserves the right to confiscate and search an iPad to ensure compliance with this ICT Policy.

Mobile Phones

Mobile phones, digital cameras, iPods, iPads and game consoles such as Nintendo Switch, PSP are now a feature of modern society and many of our pupils own one or more of these

devices. Increasing sophistication of mobile phone and other technology devices presents a number of issues for schools:

- The high value of many phones and such devices indicated above;
- The integration of cameras into phones and other devices leading to potential child protection and data protection issues;
- The potential to use the phone e.g. for texting whilst on silent mode.

Many mobile phones now provide access to the Internet and social networking sites and for this reason and for the protection of the entire school community, we would ask parents to note that mobile phones are not permitted on school premises unless a prior written agreement exists between parents and the Principal. If a child is to be permitted to take a phone to school, parents are expected to agree to and sign 'Mobile Phone Consent' as part of the school's annual consent pack. The phone will be placed in the class phone box at the beginning of the school day and will be kept here by the teacher until the close of the school day. The phone will be returned to the child at the end of the day.
If a pupil breaches these rules the electronic device will be confiscated and given in to the office. It will be returned to the pupil the following day on receipt of a letter from parents.

Guidelines on Mobile Phone Usage
All staff:

- During teaching time, playground duty and during meetings, mobile phones will not be visible and will be switched off or on silent;
- Except in urgent or exceptional circumstances mobile phone use is not permitted during teaching time, while on playground duty or in meetings.

Pupils:

- There are no reasons why a pupil should have a mobile phone or other electronic device in their possession whilst at school. Phones take to school with school and parental permission will be stored in the class phone box;
- If a pupil needs to contact his/her parents/guardians, the necessary arrangements can be made through the office;
- If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly.

Seesaw

Teachers will use the Seesaw app to communicate with parents, with Primary 1-3 also using this as a learning journal. This app enables teachers to share the children's learning journey with family members and gives the opportunity for family to see the child's learning in action, for example through photos, videos and voice recordings.

Parents/carers may use Seesaw to send a message to the class teacher through the inbox option but should be aware that teachers do not use the Seesaw app on a daily basis. Not all messages will be seen or replied to therefore any urgent or significant communications should be channelled through email or phone call to the school office

Family can download the Seesaw app to their phone or tablet. Parents/carers only have access to their own child's folder of work and the content is stored securely. However, as teachers often record children at work in group scenarios, consent is requested from parents for their child's photographs and videos in class to also be shared with other parents/carers in the child's class on the occasions when children are photographed together. Obviously there can be sensitivities surrounding this. As a result, this is taken into consideration in the Seesaw Acceptable Usage Agreement (appendix 3) which parents/carers are asked to sign as part of our annual consent forms. We would remind you that if other family members wish to use the app, they must adhere to this agreement also.

Social Networking Sites

As a school we recognise that technology is fast-paced and ever-evolving. We encourage the responsible use of computer technology as a valid communication and research tool however, we do not encourage pupils (nor legally should pupils) accessing social networking sites under the minimum age requirement.

We would strongly advise parents against allowing pupils to access sites such as Facebook or Twitter etc. Obviously, this is a decision parents must make and police for themselves but we, as a school, actively discourage this use until such times as pupils are mature enough to use this method of communication appropriately.

Inappropriate use of social networking sites or mobile phones which could cause offence or reflect negatively on any pupil or member of staff will be taken very seriously. Any pupils found to be using social networking sites inappropriately (whether inside or outside school) will lose ICT privileges within school and further action, if deemed appropriate, may be taken.

Health and Safety

St Mary's on the Hill Primary School have attempted, in so far as possible, to ensure a safe working environment for pupils and staff using ICT resources. Pupils are always supervised when ICT devices are being used. Each pupil, parent and member of staff is expected to agree to and sign an Acceptable Usage Agreement – see above.

Digital and Video Images of Pupils

Parental permission will be reviewed at the start of each school year to cover the use of images of pupils on the school website, on social media, in local press, the school prospectus and for displays within school. Parents will indicate permissions in the annual consent forms.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life.
St. Marys on the Hill (stmarysonthehill.co.uk)

Storage of images

Digital and video images of pupils are, where possible, taken with school equipment. Any stored images are stored on a centralised area on the school network, accessible only to school staff.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils

on the safe and responsible use of social software as vitally important and this is addressed through our E-Safety education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Positive Behaviour Policy and child protection procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Network Administrators

Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible.

Other Uses of ICT

- Assessment manager – collecting data, tracking progress, setting targets
- Pupil Profile
- SIMS – Attendance, SEN information
- iProcurement – purchasing equipment
- Staff Communication – e-mail
- Online courses
- School Money
- Zoom
- Google Suite
- Online learning – P1-3 Seesaw, P4-7 Google Classroom
- Google Meet

Future Developments of ICT

- To develop the use of Computational Thinking and Coding through the use of Scratch and Sphero device.
- To use a range of ICT resources to enhance children's ICT experiences.
- To ensure that the E-Safety scheme of work is covered throughout the school on a half-termly basis.
- To raise the profile of Internet safety by participating in Safer Internet Week

Appendix 1
Reporting Log

Reporting Log Group ....

Date	Time	Incident	Action taken		Incident Reported by	Signature
			What?	By whom?		

Appendix 2 –Acceptable Usage Agreements

P1-3
This is how we stay safe when we use computers:
•I will ask a teacher or suitable adult if I want to use the computers / tablets.
•I will only use activities that a teacher or suitable adult has told or allowed me to use.
•I will take care of the computer and other equipment.
•I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
•I will tell a teacher or suitable adult if I see something that upsets me on the screen.
•I know that if I break the rules I might not be allowed to use a computer / tablet.

P4-7
I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
For my own personal safety:
•I understand that the school will monitor my use of the systems, devices and digital communications.
•I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may have access to it.
•I will be aware of "stranger danger", when I am communicating on-line.
•I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
•I will not arrange to meet people off-line that I have only communicated with on-line.
•I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
I understand that everyone has equal rights to use technology as a resource and:
•I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
•I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
•I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or social media.
•I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
•I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
•I will not take images of anyone without permission.
•I will not distribute any images of anyone without permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
•The only personal device I will use in school is a USB device.
•I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
•I will immediately report any damage or faults involving equipment or software, however

this may have happened.

•I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

•I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

•I should ensure that I have permission to use the original work of others in my own work

•Where work is protected by copyright, I will not try to download copies (including music and videos)

•When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

•I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

•I understand that if I fail to comply with this Acceptable Usage Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Student Pledge for iPad Use

•I will take good care of the iPad.

•I will never leave the iPad unattended.

•I will keep food and drinks away from the iPad since they may cause damage to the device.

•I will not disassemble any part of the iPad or attempt any repairs.

•I will protect the iPad by only carrying it whilst it is in a case

•I will use the iPad in ways that are appropriate.

•I understand that the iPad is subject to inspection at any time without notice.

•I will only photograph people with their permission.

•I will only use the camera or the microphone when my teacher tells me to.

•I will never share any images or movies of people in a public space on the Internet, unless permission is granted.

<u>Appendix 3</u>

<u>Seesaw Acceptable Usage Agreement</u>

Please tick:

- o   I agree to use Seesaw App to follow my child's learning journey ☐

- o   I will not share any photos/information I receive on any other media platform ☐

- o   I agree to my child's photo appearing on the Seesaw App which is shared with other ☐

  parents within my child's class

- o   I understand that other members of my family can also use this App and I will share these ☐

  conditions with them prior to use

Signed: _____

Child's Name: _____

Class: _____