



ICT Acceptable Use Policy

Aims of the Acceptable Use Policy:

- To allow users to access and use the internet for educational purposes. This can include e-mail and a range of facilities using the internet.
- The school activities can cover individual research/preparation of lessons/project work/homework assignments/communicating with other teachers and students.
- To provide a mechanism by which staff and students are protected from sites, information and individuals which would undermine the principles and aims of the school.
- To provide rules which are consistent and in agreement with the Data Protection Act.
- To provide rules which are consistent with the acceptable procedures commonly used on the internet including those associated with netiquette.
- To reinforce the Acceptable Use of Google Classroom Policy.

Broad Guidelines of the Acceptable Use Policy

Staff:

Staff will not:

- Disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Give personal addresses, telephone/fax numbers of any adult working at the school or any students at the school.
- Use names of students or photographs of students without written permission from parents. This also applies to any work done by students related to their education at Thornton Primary School.
- Download, use or upload any material and use material which is copyright. (Always seek permission from the owner, before using any material from the internet. If in doubt, or you cannot obtain permission, do not use the material.
- View, upload or download any material which is likely to be unsuitable for children. This applies to any material which is violent, dangerous, racist or has inappropriate sexual content.

Staff will:

- Always respect the privacy of files of other users and not enter the file areas of other staff without their express permission.
- Be polite and appreciate that other users might have different views than their own. Strong language, swearing or aggressive behaviour will not be used, nor will anything be stated which could be interpreted as libel.



- Arrange for suitable monitoring of students in their class, or those students whom they have given permission to use the internet facilities.
- Ensure that all students have followed the Acceptable Use Policy i) before starting the session, ii) during each session, and iii) on completion of the session.
- Report any incident which breaches the Acceptable Use Policy immediately to Mr Ashcroft, Headteacher and DSL.

Acceptable Use Policy: Students:

Pupils will not:

- Use the internet without the supervision of a Teacher or Teaching Assistant.
- Use the internet in school for anything which is not directly related to school work.
- Disclose any password or login name they have been given to anyone.
- Give personal addresses, telephone/fax numbers to any person.
- Give addresses, telephone/fax numbers of any teachers and students at Thornton Primary School.
- Use names of students, or photographs of students without permission from parent(s)/guardian(s), download, use or upload any material or use material which is copyright. Always seek permission from the owner, before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Under any circumstances view, upload or download any material which is likely to be unsuitable for children or schools. This applies to any material which is violent dangerous, racist or has inappropriate sexual content. If you are not sure about this or any materials, you must ask your Class Teacher.

Pupils will:

- Obtain the permission of the teacher before using the internet.
- Only access those services they have been given permission to use.
- Use search engines only with the permission of the Teacher.
- Always respect the privacy of files of other users. Do not enter the file areas of other students or staff without obtaining permission from them first.
- Agree for the Teacher to view any material they store on the school's computers, or on disks they use on school's computers.
- Be polite and appreciate that other users might have different views than their own. Strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel. Failure to comply with these rules may result in one or more of the following:



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- *A ban on the use of the Internet facilities at school.*
- *A letter informing parents of the nature and breach of rules.*
- *Appropriate sanctions and restrictions placed on access to school facilities.*
- Any other action decided by the Head and Governors of Thornton Primary School.

Date: September 2025

Review Date: September 2026

Signed: Mr David Ashcroft, Headteacher

To be agreed by the Finance, Staffing and Resources Committee on 04/11/2025