Saint Pierre School,

16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

ICT Pupil Acceptable Use

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headteacher	Peter Lane	19th August 2024	19th August 2025
Read in conjunction with: Online Safety Policy ICT Acceptable Use and Digital Safety Policy ICT Online Filtering and Monitoring Policy Mobile and Smart Technology Policy			

Saint Pierre school recognises the essential and important contribution that technology plays in promoting learning and development, both at school and at home. We believe that by fully embracing technology in the education process we can help our pupils to:

- Learn powerfully.
- Learn for life.
- Learn from one another.

Saint Pierre School seeks to ensure that all members of our community are safe and responsible users of technology. We will support our pupils to:

- Become empowered and responsible digital creators and users.
- Use our resources and technology safely, carefully and responsibly, respecting system security and password security.
- Be kind online and help us to create a community that is respectful and caring, on and offline.
- Be safe and sensible online, and always know that all pupils can talk to a trusted adult if they are unsure or need help.

All pupils within our school have the opportunity to use a range of IT resources, including internet access, as an essential part of learning. This includes access to:

- Computers, laptops and other digital devices such as iPads.
- The internet, which may include search engines and educational sites.
- School learning platforms.
- Email.
- Digital cameras, webcams and video cameras.
- MS Teams.

This policy sets out our expectations of pupils and how they use and interact with IT systems in our schools.

General Expectations

- Pupils (and their parents/carers if working remotely) will be expected to take responsibility for the use of all IT related to schoolwork, making sure that the technology is used safely, responsibly and legally.
- Pupils (and their parents/carers if working remotely) will be expected to take personal responsibility for their own e-safety.
- Pupils must not give out any personal details or arrange to meet someone online without the written permission of a parent, carer or teacher.
- Pupils must report anything that makes them feel uncomfortable or unhappy to a teacher or trusted adult.
- Pupils must not make or distribute, still images or recordings, video or audio of anyone involved in any school activities. This applies regardless of whether permission is given or not by the participant. There must be no recording of sound, video or image, in any way.
- Pupils must use email and MS Teams responsibly and always be polite and respectful.
- For schoolwork pupils must only use email or other messaging methods that are provided by Saint Pierre School.
- IT systems must not be used for bullying or harassing others or in a way that will bring the school into disrepute.
- Pupils must not download or install any software or files on the school's IT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- USB drive (memory stick) that are used in school to store or transfer files must have been virus checked first.
- Pupils must not intentionally gain access to unsuitable or illegal sites nor try to use any programs that allow them to bypass any filtering/security systems.
- Pupils must not access any video broadcasting or social media sites unless given permission to do so. Any accidental access to such sites must be reported as soon as possible.
- Pupils must only access the school computer systems (network, Internet, email and MS Teams where provided) using their own login and password, which must keep secret.
- Pupils must not use the school IT systems to copy other people's work and pass it off as my own (plagiarism).
- Pupils must use school ICT equipment with care and report any damage which occurs as soon as possible.
- Personal mobile devices (mobile phones / iPads etc.) must not be used in school.
- Pupils must use network resources responsibly, only using the ICT equipment for school related work unless I have permission from an appropriate member of staff.

Remote Working Expectations

- Pupils working remotely should continue to follow the expectations contained within the relevant behaviour policies of their school.

- Pupils should only attend online teaching sessions to which they've been directly invited by a member of staff.
- If attending an online teaching session, pupils must behave appropriately and respect the teacher and other pupils who may be attending.
- Pupils will not make or distribute, still images or recordings, video or audio of anyone involved in **any school activities**. This applies regardless of whether permission is given or not by the participant. There must be no recording of sound, video or image, in any way.
- Pupils may be asked by their school to upload a specific image, video or audio relating directly to their home learning that provides evidence of knowledge and understanding.

Pupil Acceptable Use Agreement Form

Please sign below to show that you have read, understood and agree to the expectations outlined above in the Acceptable Use Agreement.

 I have read and understand the above and agree to follow these guidelines:

Name of Pupil: _____

Signed: _____

Date: _____