ICT and Acceptable Use Policy

This policy seeks to ensure that our learners (children and vulnerable adults) are protected from harmful materials (UN Convention Article 17).

Policy Statement

Information and Communications Technology is a rapidly evolving subject in which constant advances in computers and control technology demand ever-changing skills and knowledge from both users and teachers alike.

Computers are now part of everyday life and it is inevitable that they will become even more important in the future as the human and computer symbiotic relationship develops further.

Our aim is to provide staff and learners with the opportunity to develop their skills, knowledge, and understanding in ICT as part of a bespoke educational provision through an integrated and holistic curriculum.

Intent

- To enable all staff and learners to use ICT as a tool to support their work and learning respectively;
- To ensure access and availability of ICT equipment for all staff and learners;
- That learner learning in all curriculum areas is enhanced and enriched;
- To sustain and develop the ICT facilities to meet the current needs and expectations of the curriculum provision within Elmley Dray School (which includes the school, tutoring services and adult day services).

Curriculum Development and Organisation

- To highlight ICT as a core subject and a functional skill across the curriculum;
- To ensure that all learners (includes children and vulnerable adults) have

access to ICT to support their learning;
- To ensure we meet the demands of cross-curricular ICT;
- To ensure we meet the demands of accreditation programmes for ICT and other curriculum areas;
- To continue to develop frameworks, workbooks, and resources that are up to date and relevant to current technology.

Implementation: Teaching and Learning Approaches

Learners develop their ICT skills and knowledge through practical experience supported by skill-based demonstration. Learners should be encouraged to experiment, not be afraid to make mistakes and to learn from them. As such the teaching and learning approach adopted by teachers should provide ample practice opportunities for learners to develop as autonomous and confident users of ICT.

In delivering ICT, a range of strategies can be employed. These should include

- Discussion as to the appropriateness of an ICT solution to the task;
- Talking through and presenting ideas;
- Alternative tasks for more and less able;
- Appropriate use of resources.

Equal Opportunities

All learners are to be able to access and utilise ICT to assist their learning. Full provision is to be available to assist learners with identified needs to access ICT, and other subjects through the use of ICT.

Inclusion

- Customised desktop setting for learners with an identified need;
- Laptops to be used by all Key Stage learners, by learners with an identified need, at the request of a teacher;
- Additional computer room access available for the gifted and talented learners to develop ICT skills in a range of areas;
- Differentiation of ICT based work and tasks to be identified in frameworks;
- Review learner's individual needs in terms of access and provision as and when needed.

Management Information

- The ICT policy to be reviewed by the Headteacher who seeks guidance and support from a specialist ICT professional or the IT manager on each review of

the policy;

- An audit of ICT resources both hardware and software to be performed biannually by Elmley Dray School Director with responsibility for Finance;
- An audit of Staff ICT skills is to be performed annually by the Headteacher;
- The Headteacher may make recommendations to Elmley Dray School Director for Finance concerning the purchase/acquisition of new hardware and software;
- The Headteacher together with Elmley Dray School Director for Finance will review ICT resources, policy and to report findings and make strategy recommendations to Elmley Dray School Directors who hold ultimate responsibility for ICT provision;
- The Headteacher together with the Designated Safeguarding Lead and Elmley Dray School Director for Safeguarding will consider Online Safety and ensure that staff and learners have access to teaching and learning on this subject area.
- Only the Headteacher, Director and IT manager, have administrative rights to the google workspace, which are approved by the Director. These individuals must not provide administrative access to any other individuals without permission from the Director's approval first.

Impact and Assessment

- Learners are able to work towards the achievement of qualifications, certificates and awards within ICT according to their ability;
- Time is provided after each project for reflection so that children can identify their strengths and weaknesses and learn from each other.

The impact of ICT will not only provide access, inclusion and progression for learners but will also ensure that learners are able to maintain safe levels of engagement with the internet through safeguarding and online safety training, knowledge and understanding together with skills for life and future employment.

Data Protection including copyright and other legislations related to ICT use

Learners are educated about the Data Protection Act, the Copyright Act, and the Computer Misuse Act in curriculum lessons in a way they can understand. It is the responsibility of the Head of Centre and Elmley Dray School Director for Safeguarding to ensure that such training takes place for staff and learners.

Effective and efficient deployment of ICT resources

The Headteacher is responsible for the deployment of ICT resources. This will be done in such a way as to maximise the opportunities for both learners and staff to

access ICT to support curriculum learning and the efficient running of the school.

Learner Access to the Internet and Electronic Mail Policy

Elmley Dray School encourages use of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in society our learners will be entering.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. Elmley Dray School therefore promotes ICT as a cross curricular learning opportunity for all subject areas.

Learners are expected to hand over their mobiles to the tutor at the start of the day. If this condition is not followed, this will be discussed with parents/carers, and mobile numbers will not be allowed to be brought into school.

All learners will be informed by staff of their rights and responsibilities as users, before their first use as an individual. Learners may pursue electronic research independent of staff supervision _only if_ they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration, and management. The school's Internet Access Policy has been drawn up to protect all parties - the learners, the staff, and Elmley Dray School.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All Internet activity should be appropriate to staff professional activity or the learner's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in an e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;

- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- The use of the network to access inappropriate materials such as pornographic, racist, or offensive material is forbidden.

Elmley Dray School Learners

Elmley Dray School has laptops/tablets and internet access to support learning and engagement.

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

- I will only access the system with my login and password, which I will keep secret; I will not access other people's files;
- I will only use computers for school work and homework;
- I will not bring in removable storage devices from outside school;
- I will ask permission from a member of staff before using the Internet; I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible; I will not give my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other learners and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Learner guidelines for Internet use
- Learners are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- The internet is provided for learners to conduct research and communicate with others. Parents' permission is required for independent work. Remember that access is a privilege, not a right, and that access requires responsibility.
- Individual users of the internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.
- Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.
- During school, teachers will guide learners toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, mobiles, movies, social media, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others electronically or otherwise
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Plagiarism
7. Using others' passwords
8. Trespassing in others' folders, work, or files
9. Intentionally wasting limited resources

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	August 2024	Initial policy approved	Annually
1.1	Hayley Furnell	August 2025, updated - mobile phones to be handed in	Annual review	Annually

Hayley Furnell, Director,
on behalf of Elmley Dray School
Dated: August 2025
Next review: August 2026

Appendix 1: KS2, KS3 and KS4 and vulnerable adults acceptable use agreement (learners and parents/carers as applicable)

<table>
<tr><td colspan="2">ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS</td></tr>
<tr><td colspan="2">Name of learner:</td></tr>
<tr><td colspan="2">

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will hand in my phone at the start of the school day to my tutor
- I not use it during lessons, tutor group time, clubs or other activities and trips organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

</td></tr>
<tr><td>Signed (learner):</td><td>Date:</td></tr>
<tr><td colspan="2">Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</td></tr>
<tr><td>Signed (parent/carer):</td><td>Date:</td></tr>
</table>

Appendix 2: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS
Name of staff member/governor/volunteer/visitor:
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: ● Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) ● Use them in any way that could harm the school's reputation ● Access social networking sites or chat rooms ● Use any improper language when communicating online, including in emails or other messaging services ● Install any unauthorised software, or connect unauthorised hardware or devices to the school's network ● Share my password with others or log in to the school's network using someone else's details ● Take photographs of pupils without checking with teachers first ● Share confidential information about the school, its pupils or staff, or other members of the community ● Access, modify or share data I'm not authorised to access, modify or share ● Promote private businesses, unless that business is directly related to the school
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):	**Date:**