



"Proclaiming Christ's message of hope, we live as a caring family of faith and mutual respect." (Mission Statement)

**ICT/Computing Acceptable Use Policy
Mount Carmel R.C Primary School**

Dear parents,

This policy sets out the terms of use for our Computing resources and helps give parents an awareness of online safety (internet safety) for your child.

At Mount Carmel we believe that the use of Computing resources and the internet is a right that all children can enjoy. With those rights come responsibilities and it is important that you go through those rights and responsibilities in this policy with your child so that they can have a safe and rewarding learning experience.

Yours sincerely,

Mr D. Dale

Computing Acceptable Use Policy Mount Carmel R.C Primary School

The aims of this Acceptable use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the Internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff benefit from Internet access, with clear guidance on safe and acceptable use.
- Make staff, parents and pupils aware that Internet use in school is a resource and a privilege. If the terms are not met that the privilege will be taken away.
- Provide guidance to staff, parents and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school.

Safeguarding in the digital world

Mount Carmel RC Primary School seeks to meet the safeguarding regulations recommended by BECTA and in Every Child Matters 2008. They include:

- **Be healthy** (Children are taught to use the Computing suite and the technology in a safe way).
- **Stay safe** (Children are made aware of the dangers of Internet misuse and Internet safety).
- **Enjoy and achieve** (Children are taught the Computing curriculum, applications, hardware and software to reach the required level. Children are encouraged to be creative and project driven so that Computing impacts on all curriculum areas).
- **Make a positive contribution** (The children have contributed to the online safety content of this document and have also made a positive contribution to the school Internet site and displays).

- **Achieve economic well-being** (We believe that the children at Mount Carmel are given access to new and emerging technologies and software that will equip them for the technological world. We ensure that the curriculum is relevant and interesting for the children to work with. Children without access to the Internet at home have been identified and will take part in additional Computing classes. Our F.S.M children have extra access to the Internet through the use of Notebooks/Ipads for a specified afternoon each week).

Mount Carmel's Computing Vision

'At Mount Carmel we will develop the learning environment to provide a range of Computing opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning, in line with our school's vision. We believe that the children of our school should experience a rich and varied Computing curriculum that takes children on a journey of discovery starting in the Foundation stage to Upper Key Stage 2, where children experience Computing tools and applications that help prepare them for a world where Computing applications play such an important role in all areas of life. Responsible use of Computing is at the heart of the wider ethos of the school, where children are encouraged to treat each other respectfully and communicate with each other in a caring and thoughtful manner. This is central to the school's Catholic ethos.'

Acceptable Use Policy

Mount Carmel's Strategy

General

- Virus protection software is used and updated on a regular basis.
- A member of staff will be responsible for the school's Online safety.
- A technician is on site once a week to ensure the smooth running of the schools Computing equipment, back up and security.

Pupils' Access to the Internet

Mount Carmel R.C School uses the St Matthews CLC "filtered" Internet Service, which minimises the chances of pupils encountering undesirable material. Mount Carmel School will only allow children to use the Internet when there is a responsible adult present to supervise. We also use Smoothwall to keep out any unwanted content.

The new website (www.mountcarmel.manchester.sch.uk) will allow children greater opportunities to communicate electronically. Children's communication will be monitored regularly from school and any mis-use can result in a ban.

However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to children, the expectations we have of them. Teachers will have access to children's emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

We expect parents to also play a role in this. Your child should not give out passwords or emails that are personal to them or anyone else and should enjoy what the internet has to offer with adult supervision. It is expected that children should not be allowed to access sites that have age limitations such as certain social networking sites. Responsibility for mis-use of e-communications outside school hours becomes the responsibility of parents and guardians.

Expectations of Children and Staff using the Internet

- All children are expected to read and agree the parent/pupil agreement.
- At Mount Carmel, we expect all children and staff to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Children and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to a member of staff, so that the Service Provider can block further access to the site.
- Children are expected not to use any inappropriate language in their email communications and contact only people they know or those the

teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.

-Children should not share user names and or passwords that belong to them or anyone else.

Year 5 and 6 children were asked to make up their own rules for all children using the Internet in a positive way, which would limit cyber-bullying and pupil mis-use of ICT communications.

They include:

- ✓ Do not spread rumours on the Internet.
- ✓ Do not call anyone names using the Internet.
- ✓ Do not access sites that are for over 16 year olds.
- ✓ Do not use bad language.
- ✓ Do not give any personal information to someone on the Internet.
- ✓ Do not send photos or video to people we may meet online.
- ✓ Do send positive messages to people so you are responsible for making someone happy.
- ✓ Do use the internet and computer equipment in a positive way.
- ✓ Do use the internet and computer equipment to be constructive.

Acceptable Use Policy Mount Carmel RC Primary

- Children must ask permission before accessing the Internet and have a clear idea why they are using it.
- Children and staff should not access other peoples' files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in by children from home for use in school although staff can seek permission from the Head teacher. This is for both legal and security reasons.
- Homework completed at home may be brought in on floppy disc, CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone should be made unless

this is part of an approved school project. This should also include user names and passwords.

- Children choosing not to comply with these expectations will be warned, and subsequently may be denied access to Internet resources. They will also come under the general discipline procedures of the school which includes an escalating set of measures including a withdrawal of internet privileges.
- Uploading and downloading of non-approved software will not be permitted.

School Website (www.mountcarmel.manchester.sch.uk)

Mount Carmel now has a new website and learning platform which can be accessed from home and school. Children will have their own user names and passwords as well as access to electronic communication and collaborative learning outcomes through Numeracy resource: Active Learn Primary and Purple Mash.

- The new website will be regularly checked to ensure that there is no content that compromises the safety of children or staff.
- The publication of children's work will be decided by the teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- The school website will avoid publishing the full names of individuals in a photograph.
- Access and use of electronic communication on the new internet site will be closely policed by a member of staff.

Personal Devices

Staff and children may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of the Computing team. Inappropriate use is in direct breach of the school's Acceptable Use Policy.

The school currently provides Notebooks, digital camera and digital video which the children can use as a personal device in the classroom and as part of a group activity. The Notebooks are also securely configured to the safety of the server, and have the same conditions of use as the computers in the Computing suite.

Sanctions

Persistent Misuse of the Internet by children will result in reducing access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the Head Teacher. Parents will always be notified.

Acceptable Use Policy Mount Carmel RC Primary

Mount Carmel RC Primary School Pupil Internet and ICT Agreement

This is to be read through with your parent(s) and then signed. You will be allowed Internet access after this is returned to school.

- At Mount Carmel, we expect all children to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Children using the World Wide Web are expected not to deliberately seek out offensive materials. Should anyone encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Children are expected not to use any inappropriate language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Children must ask permission before accessing the Internet.
- Children should not access other peoples' files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet.
- Homework completed at home may be brought in on floppy disc, CDROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).

- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project. This includes electronic information such as user names and passwords for the school website.
- Children choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Please note, that explicit sites and sites that link to or have a social networking content are banned at Mount Carmel RC Primary School.

Social network sites such as Facebook, Beebo, TWITTER, MSN, MySpace, SnapChat and video sites such as YouTube cannot be accessed via Mount Carmel's server. These sites are for over 16s only and therefore we would strongly recommend that children do not use these sites at home, as incidents involving cyber-bullying via home access to social networking sites are on the rise. In addition we would also like to ask parents not to try to get in touch with staff through social network sites as a matter of privacy.

We also dis-courage the use of social gaming, however some games are acceptable because of their educational applications. We just ask that children use their taught online safety knowledge to help them become good digital citizens.

Some social games include: Roblox, Minecraft, Movie Star Planet. A full list and advice on what to do if your children uses social gaming can be found on our website under 'Computing'

www.mountcarmel.manchester.sch.uk

Parent/pupil agreement

I have read, understood and explained the Acceptable Use Policy to my child:

Pupil Name (PLEASE PRINT) _____
class _____

Name of Parent/Guardian/Carer (PLEASE PRINT)
