



## ICT Acceptable Use Policy (Primary Pupils)

Ellistown Primary School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this Ellistown Primary School requires all parents to sign a copy of the Acceptable Usage Policy **before** they use the School's ICT facilities.

Listed below are the terms of this agreement. All pupils at Ellistown Primary School are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully** and sign and date it in order to indicate your acceptance of the Policy on your child's behalf. Access to the School's ICT facilities will only take place once this document has been signed. It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

### 1. Equipment

#### 1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

#### 1.2 Printers

Printers are provided across the school for use by pupils. It is important that children learn to press the print key once and be patient.

### 2. Internet and Email

#### 2.1 Content Filtering and use of the Internet

Ellistown Primary School provides internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by the *AVAST CLOUDCARE* which seeks to provide internet use that is safe and for educational purposes only.

## 5.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

## 6.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the school's ICT system is at your own risk. Ellistown Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

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**Please return the completed form to the school as soon as possible.**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's/Carer's signature: \_\_\_\_\_

Name (Block Capitals): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_