



Pupils ICT Acceptable Use Policy

Purpose

ICT is used throughout the curriculum at Pinxton Nursery School. Whilst we actively encourage pupils to use our ICT resources to enhance their learning, we acknowledge there are many unsuitable sites and content available which children must be protected from. The purpose of this policy is to ensure pupils can use ICT resources to access educational programs and information on the internet in a safe and secure environment.

Policies

Copies of all policies mentioned in this document are available to view on our website <http://www.pinxtonnurseryschool.co.uk>.

To safeguard our pupils and staff we have separate pupil and staff policies defining 'acceptable use' of our ICT resources. The majority of the responsibility for acceptable use lies with our staff, and our extensive staff policy includes obligations for safeguarding pupils.

All staff who have access to the Nursery's ICT resources are required to sign their agreement of the Staff ICT acceptable use policy. This is kept in Nursery, and would form the basis of disciplinary action in the event of any intentional/repeated breach where corrective action could have been taken.

What Parents/ Guardians Need to Know

Control Measures

- The Nursery use an approved Internet Service Provider, identified by LEAD ICT. They provide an internet filtering service with settings

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appropriate for Nursery School level, to ensure access is restricted to suitable websites.

- The Nursery staff will only plan ICT work that is related to the curriculum, and which will benefit their learning. Activities are planned carefully to check that the programs are appropriate for the age and maturity of the children.
- All computers are password protected. We do not provide individual pupil passwords to access the computer (and therefore the internet) so staff have to log on to the computers and allow pupils to have access.
- If ever we use the internet, children will work with an appropriate member of staff at all times. In the unlikely event of inappropriate content or websites being displayed, staff will close the web page, record the web site address and immediately report this to the School Business Officer for corrective action.

General Information

- Your child will be expected to act responsibly and not intentionally damage or misuse our ICT resources. Any wilful damage costs can be passed on to parents, as per the schools Charges and Remissions Policy.
- Our Nursery website may occasionally have children's work, or images of them working, but children will not be named.
- Parents/ Guardians are required to confirm that they have read and agreed the Pupils ICT Acceptable Use Policy, and to give permission for their child to use the Nursery's ICT resources.
- Every year we will access the Safer Internet Day Resources and will focus on online safety. However Online Safety will be taught throughout the Nursery year as a focus teaching session, and whenever the need arises.

We encourage you to contact the Nursery if you have any concerns regarding your child's use of our ICT provision or any concerns regarding this policy.

This is how we stay safe when we use computers:

- I will ask *an adult* if I want to use the computer
- I will only use activities that *an adult* has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from *an adult* if I am not sure what to do or if I think I have done something wrong.
- I will tell *an adult* if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

Signed (parent):

Date: