



ICT Acceptable Use Policy

Review Date: July 2024

Latest Review Due: July 2025

Staff responsible: Mr Gareth Green (Assistant Head Academic)

Chair of Governors: Mark Taylor

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding Policy*
- *Staff Handbook (for staff)*
- *Data Protection Policy*
- *Privacy Policy*

Introduction

This policy outlines the acceptable use of Information and Communication Technologies (ICT) at St. Michael's School. A copy of this document can be accessed on the school website. At St. Michael's, we prioritise the safety and responsible use of information technology. In today's digital world, it is crucial to establish clear guidelines and protocols to ensure a secure and productive environment for our students, faculty, and staff.

ICT is not just about computers. ICT in the EYFS and KS1 is taught both as an integral part of the curriculum as well as through a distinct lesson in KS1. In EYFS pupils work towards the Early Learning Goals in the 'Technology' strand of the 'Understanding of the World' section and are given a broad, play-based experience of ICT in a range of contexts, such as role play. These skills develop throughout the Nursery, Reception, Year 1 and 2 experience in school and by the end of Key Stage 1 pupils are taught about programming using logical reasoning to predict, write and test the behaviour of simple programs. All pupils should be taught through discussion throughout their time in school to communicate safely and respectfully online, keeping personal information private and recognising common uses of IT beyond school.

With this goal in mind, we have developed a comprehensive policy that covers general ICT use and the specific utilisation of Chromebooks and iPads, divided into two parts. Pupils in EYFS and KS1 ensure that IT digital safety is discussed at the start of each academic year. Where appropriate, pupils are encouraged to sign a code of conduct document to demonstrate they understand the importance. Teachers use their discretion in their choice of and use of the correct information and documentation. They have

Part One - General ICT Use (Appendix One)

Appendix One focuses on the general expectations and guidelines for the safe use of information technology. At the start of each new academic year, these expectations are shared with all students in Year 3-Sh. For students who join mid-year, their Form teachers

explain the principles and guidelines. All students at St. Michael's are expected to read and sign Appendix One.

Part Two - Chromebook Program (Appendix Two - updated July 2024)

Appendix Two outlines the expectations and guidelines specific to our 1:1 Chromebook program. Students in the Senior School (Y5 - Shell), who are part of the Chromebook 1:1 scheme, are required to read and sign Appendix Two. Similar to new students entering mid-year, those students also receive a detailed explanation of the principles and guidelines from their Form teachers before signing the Pupil Pledge.

By adhering to this policy, we aim to equip our community with the necessary skills and knowledge to responsibly navigate the digital landscape. We strive to foster a culture of digital citizenship, ensuring a positive and enriching educational experience for all.

Monitoring

Use of ICT is monitored and filtered within the school, and cases of misuse by staff and pupils will be reported to the Head. A log of any incidents is kept on file. This policy will be reviewed annually, and action taken if a need for change is identified.

Where our filtering system detects attempts to access websites or materials considered to present a risk of harm (including, but limited to intolerance, racism, terrorism and self-harm) will automatically generate an alert via the Lightspeed filtering system that will be sent to the School's DSL and IT technician). The school may also share our filtering reports with external services to help us identify inappropriate or safeguarding issues. Please read our Safeguarding and Child Protection Policy for more information.

Communication with parents

Parents are contacted directly where concerns exist regarding improper use of the Internet or school's ICT equipment. Improper use may result in pupils being banned from using systems and other disciplinary measures may be taken depending upon the nature of the abuse (e.g. Exclusion from school). All misuse and IT related issues will be dealt with under the school Behaviour Policy

All emails/communication/documents/etc. must be thought through and professionally worded.

Damage

Under the new device procurement program, students will own their Chromebooks from the beginning of Year 5. Devices are insured under an extended warranty (5 years Warranty and Accidental Damage) and students will be covered if they damage their device. This is limited to one repair per year.

If a Chromebook is damaged during school hours in any shape or form, it must be promptly reported to a member of the ICT department. They will then carry out the necessary steps to send the device away for repair/replacement, this process can take up



to two weeks. ICT will give the student a loan device until their device returns. If students damage the loan device then the ICT team will assess the damage and complete a Google Form detailing the events that led to the damage, the nature of the damage sustained, and the proposed cost of replacing. This form will then be sent to the parents, accompanied by an email from a member of the ICT department. In cases where the damage could have been avoided, the associated costs will be passed onto the parents by adding them to the end-of-term fees.

If a Chromebook is damaged at home or during the holidays, parents will be able to submit a claim through the online portal. They will then follow the same instructions as ICT to get the devices repaired.

Data Protection

Data is stored in accordance with the regulations laid out by the Data Protection Act. We will take every reasonable precaution to protect information. Appropriate physical, electronic and procedural safeguards are in place to ensure the security, integrity and privacy of all information kept in our MIS. The need for confidentiality will be respected, and sharing of data will only occur with the express permission of parents/carers in line with our fair processing notification. Please read our Data Protection Policy for more information.

Internet Safety

Internet safety skills are taught throughout the school, from Nursery to Shell. Senior Pupils are made aware through lessons in PSHE of their rights and responsibilities with regard to their use of technology. This includes issues such as cyber bullying, personal safety, data security and sexting. Pupils receive follow up guidance via their lessons, assemblies, focus weeks and external visitors/briefings.

Generative Artificial intelligence (AI)

Generative Artificial Intelligence (AI) refers to tools and systems that can create new content—such as text, images, music, or video—based on prompts from a user. Popular examples include ChatGPT and Google Gemini. These tools are increasingly being used across many industries and have significant implications for education, both as opportunities for creativity and efficiency, and as challenges in ensuring accuracy, originality, and responsible use. At St. Michael's, our approach is cautious and age-appropriate: pupils in the Junior School are introduced to the language of AI from Year 3 and 4, such as the use of algorithms within search engines. From Year 5, the children deepen their understanding through creative design platforms (e.g. Canva and Adobe Express), with discussions around ethics (for instance, whether it is acceptable to manipulate an image). Pupils are not given access to AI chatbots in these years. In line with best-practice guidance, direct use of generative AI is introduced in Shell, where pupils learn how to use Google Gemini responsibly as part of our Google learning environment. For staff, it is important to model and discuss both the benefits and limitations of AI, supporting pupils to become digitally literate, thoughtful, and ethical

users of technology. The school's approach aligns with both UK government and CYPES (Jersey) best practice.

Appendix One

ICT ACCEPTABLE USE POLICY: General use (pupils)

1. These rules apply to all equipment.

I know that these rules will apply to me at all times when I am using either provided ICT equipment in school, any equipment at home, or my own ICT equipment within school, such as computers, cameras, scanners, software and networks.

2. Take care when using equipment.

I will take care when I am using all ICT equipment. I will not break or damage any ICT equipment and if anything gets broken then I will report it straight away.

3. Ask before using your own ICT equipment.

I will not bring my own ICT equipment with me unless I have been given permission by a designated member of staff. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use it.

4. Keep passwords safe.

I will always log on using my own user-name and password. I will not tell my login details to anybody else. I know that I will be responsible for everything that is done using my login details. If I think that somebody else knows and has used my login details then I will report it straight away so that my login details can be changed.

5. Nothing is secret.

I realise that my use of both my own and provided ICT equipment will be monitored and that everything I do may be recorded. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules.

6. Keep personal information safe.

I will not disclose any of my personal details to other people, or log any personal details on websites, while using ICT. (Personal details include telephone numbers, addresses and all types of personal financial information.) I agree that I will never pass on the personal details of another person without that person's permission.

7. Understanding copyright.

If I am downloading music, video or images, I will check with staff that it is legal and copyright free. I understand that music and video files are often put on the Internet illegally and that by using those files I will be breaking the law.

8. Educational uses only.

My use of ICT equipment will only be for educational uses, although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.

9. No hacking.

I will not try to access any websites, services, files or other resources that are blocked or which I

am not allowed to try accessing.

10. Unsuitable material.

I agree that I will not try to view, send, upload or download material that is unsuitable for viewing. If I accidentally see any unsuitable material then I will immediately close (but not delete, in the case of emails) the material and tell a member of staff. I know I will not be held responsible if I view unsuitable material by accident and I realise that by reporting this I will help to improve the e-safety of my school. If I am in any doubt about the suitability of any material, or if any doubts are raised, then I will not (re)access the material. I will not access material that has been rated as “unsuitable”.

11. Be polite.

Proper conduct must be maintained at all times while using ICT. I agree that I will not harass, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.

12. Friends on Social Networking Sites. School staff and pupils must not be friends on social networking websites. Furthermore, staff must not have School parents as friends, unless the staff member is also a parent within the school.

13. Photocopying. I will try to reduce costs by only printing what I require. I will ensure that I check carefully whether I am printing in Colour or Black & White. I will ensure that I use the PC Client application and not send work directly to the printer.

14. Using Shared Equipment. When using shared IT equipment, I will respect the fact that other users will want to use it also. I will therefore ensure that I leave the equipment in a tidy order and on charge if applicable.

I realise that any contravention of the rules set out in this document may result in sanctions being applied. If I break any of these rules then my use of ICT in my school project(s) may be limited or completely stopped. My activities may also be reported to other people.

The schools response to 'out of school' social media posts will be in line with accepted good practice. St Michael's will investigate and take appropriate action to protect pupils who receive inappropriate communication from other St Michael's pupils via social media or online platforms, even when the communication takes place outside of school hours on non school devices. Cyberbullying and unpleasant social media communication between pupils has an impact on school life, friendships and playground conversations and therefore the school has a duty of care to investigate incidents that are brought to our attention.

Parents will be informed when these issues occur, if their child is involved.

Signatures:



Date:

Appendix Two

Student Pledge for Chromebook Use

Take Care of Your Chromebook:

Keep your Chromebook safe in your bag where it won't get wet or crushed. Do not throw or drop your bag as it may damage your Chromebook.

Report Problems:

Tell a teacher right away if your Chromebook is lost or damaged.

Bring It to School Charged:

Make sure your Chromebook is at school every day and fully charged.

E-Safety:

Use the internet safely. Don't send mean messages and tell a teacher if you see something upsetting online.

Use It Right:

Only use your Chromebook for schoolwork and only use apps and websites that are okay for school.

Keep It to Yourself:

Don't let others use your Chromebook and don't use someone else's. Don't share passwords

Food and Drink Free Zone:

Keep snacks and drinks away from your Chromebook to avoid spills.



No Repairs:

Don't try to fix your Chromebook yourself. Let the experts handle it.

Privacy Matters:

Ask for permission before taking photos of people.

Use Features Wisely:

Only use the camera and microphone when your teacher says it's okay.

End of Year Reset:

Remember to save your important files to Google Drive before the end of the year reset.

Plagiarism and AI Use:

Do not copy others' work and claim it as your own. Using AI to do your schoolwork without permission is not allowed.

By following these rules, you help make our school a better place for learning. If you don't follow these rules, there might be consequences like getting a warning or even losing your Chromebook privileges.

The school keeps a Chromebook 'Tracker'. Should you misuse your Chromebook, not bring it into school or not bring it in fully charged, this will be recorded on the Tracker. Should three incidents be recorded, a warning will be issued. The Chromebook Tracker resets each term.

I agree to follow these rules and understand the consequences if I don't.

Signed: _____

Date: _____



ST MICHAEL'S
PREPARATORY SCHOOL