



Kneller Hall Junior School

ACCEPTABLE USE OF IT POLICY

This policy applies to the whole school, including the Early Years Foundation Stage (where applicable), extra-curricular activities and all activities provided by or on behalf of the school.

Document Control:

Policy Owner	The Head, with oversight from the Board of Governors
Approved By	Board of Governors
Status	Statutory / Non-statutory (school to confirm per its constitution)
Review Cycle	Annually, or sooner if legislation or guidance changes
Next Review Date	September 2027
Availability	School website, Parent Portal, and on request from the school office

Signed:

Sasha Davies
Head
September 2026

Kneller Hall School Acceptable Use of IT Policy

The computer system is owned by the School and may be used by you as part of your education. All computer-based activity should be appropriate to a school environment. This Policy has been drawn up to protect the interests of the School, staff and all pupils including you. The internet provides a wealth of information, allowing users with appropriate software to access and exchange text, graphics, sound and video-based information. Access to the internet is provided for every pupil in the School. Digital awareness, including staying safe online, is covered in lessons, PSHE sessions for pupils and parents and School assemblies.

The School reserves the right to examine or delete any files held on the School's system and to monitor both files held, and internet sites visited; at all times when visiting an internet site your identity (which is linked to the School's) may be logged; this includes using mobile devices connected to the School Wi-Fi. All material held on the School network remains the intellectual property of the School.

Guidelines for the Use of the School network

You agree to the following guidelines for use of the School network on School iPads:

- During school time you may only use your school iPads. Personal mobile devices are not for use in lessons and should not be used to try to access the internet. All phones will be handed in to form tutors and returned at the end of the day. You must not attempt to bypass the School's security controls or internet filtering.
- iPads will be confiscated and examined if it is considered they are being used in contravention of any aspect of this Policy.

Passwords

- Access should only be made via your authorised username and password, which should not be made available to any other person. You must not log on to someone else's account. You must log off or lock your iPad when it is unattended.

Filtering

- Internet use is for schoolwork only. The school will take all reasonable precautions to ensure that users access only appropriate material. All material available, including websites accessed by a secure connection, will be filtered and monitored. Our IT Services has the ability to track and monitor your internet use and will be automatically alerted should an inappropriate search be carried out.
- We aim to ensure that you are not at risk and to ensure that you have no access to any material or images that are not suitable. It is not possible, however, to guarantee that particular types of material will never appear on a terminal, given the international scale and linked nature of information stored on the internet. It is the responsibility of individual users to ensure that the internet is used appropriately for schoolwork. If you have any concerns about what you see on the internet you should speak to your form teacher immediately or your parents if at home.
- If a virus is detected by the anti-virus software, you must immediately inform your form tutor or Mr Duarte.

Guidelines for Pupils' Responsible Use of School iPads

Every pupil must have a working iPad each day at school.

- You must bring your iPad to School every day with sufficient charge. Create a routine of plugging your iPad in and connecting it to Wi-Fi overnight, next to your School bag. This will ensure that it has sufficient charge for the School day and that your data is backed up to the cloud.
- iPads may only be used in lessons and classrooms with the express permission of your teachers. Only content or apps that are relevant to the lesson should be accessed. iPads should be closed at all other times.
- Do not use your device in School corridors or other unauthorised areas. There is to be no access to iPads during break or lunch unless under the direction of a teacher.
- If you misplace your iPad in school, you must let your form tutor know immediately so that its general location might be identified. This is only possible if it is connected to the WiFi and the battery has charge left.

Storage and Security

- The iPad must remain in your possession, should only be used by you and should be securely stored when not in use.
- During lunch time and break iPads should be stored in your cubbyhole or your desk.
- The iPad is clearly labelled with your name or iPad number, and it remain in its protective case at all times.
- The iPad must have location services enabled to ensure the device can be found if it is lost. This has already been set and cannot be changed.
- If the iPad is damaged, you must contact your Form teacher. Malicious damage or carelessness of any sort will be investigated and parents will be charged the full cost of a replacement.
- All apps will be downloaded by the school centrally and you should not try to download any other apps to your iPad. This has been locked so you will not be able to do so. We reserve the right to ask for the removal of any app not approved by the School.
- Do not use school iPads to take selfies, unless instructed by a teacher.
- All pictures and videos should be deleted when no longer required for lessons.
- Completed videos from lessons should be stored in your folder in the relevant subject folders.
- Pupils should save all their work to their Showbie folders.

Social Media Use / Online Connected Services

You agree to use social media/online connected services in accordance with the following guidelines:

- All social media and apps have minimum age limits. You should not be using these sites and these have been blocked for access.
- You will not use digital technology of any sort to bully/victimise members of the School community or anyone else. Any incident of cyberbullying should be reported as soon as possible to a Form Teacher. All reports will be taken very seriously. The School will react quickly to all incidents in accordance with its AntiBullying Policies
- You should follow the advice given to you in Form time, PSHEE lessons and talks on the safe and productive use of social media and the internet.

Data Protection

- The School has an obligation to keep all personal information (names, email addresses etc.) relating to all individuals: pupils, parents, staff etc. secure. This means personal information should not be shared with others more than is necessary and the School needs to ensure its IT systems remain as secure as possible, so personal information is not lost. Pupils have a part to play in keeping information held by the School secure.
- If you lose your iPad, you must inform your form tutor immediately in order that they can consider what personal information may have been lost or is at risk of being lost.
- Respect other people's privacy and do not share information where it is clearly marked as confidential or people's details e.g., email addresses without their consent. Seek permission from any staff or pupils of whom you intend to take pictures or videos. Additional consent will also be required if you intend to use the content online.

Parental Responsibility

Technical barriers can never entirely protect a child from harmful online content. Parents should be aware that whilst the School's IT facilities are implemented in such a way as to support a safe and secure environment in which to learn, the same protection is not in place when using other networks or devices, including those at home. Whilst the School takes the actions described above to ensure that pupils understand the importance of safe behaviour online, the School cannot be held responsible for inappropriate online behaviour that bypasses the School network or occurs whilst using personal mobile devices.

In light of this, parents must also be responsible for ensuring that their child uses technology in a safe and secure way and that their child behaves responsibly when online. The full range of School sanctions will be considered in the event of any breach of this Policy in accordance with the School's Behaviour Policy.

Both the School and parents have a responsibility to ensure that pupils have the knowledge and confidence to know what to do if they encounter content or receive communications that make them feel uncomfortable, worried or upset and are able to share their concerns in an open and supportive environment.