



# Our School Technology Charter

– Reviewed November 2022, Due for Review Nov 2025

These rules help protect children and the school by describing acceptable use of technology. The school owns the computer network and can see anything pupils or staff do on it. People who use technology in school in the wrong way may be stopped from using it.

1. Children and staff must only use their own login
2. Children and staff will keep personal information private
3. Children and staff will check with a teacher/ICT technician before
  - using the internet
  - downloading
  - using a memory stick
  - printing
  - creating or deleting files
4. Children and staff will respect school property and look after and maintain our technology. This includes not plugging or unplugging any devices and using them as instructed by their teachers or ICT Technician.
5. Children and staff understand that no children should bring any mobile electronic device into school (unless they have prior permission from the school)
6. Children and staff understand that no children should be bringing a mobile phone to school. However the school recognises that there may be a few children who travel to and from school independently and carry a mobile phone for safety purposes. In these instances;
  - If we see it or hear the phone in school, then we will take it from the child.
  - These confiscated phones will need to be collected by the parent or guardian from reception between 8am and 4pm.
  - The school accepts NO responsibility for loss, theft or damage and the office will not hold any devices for safe keeping
7. Children and staff will only use school technology when they have permission to do so
8. Children and staff will only use technology for school approved activities – if not sure what these are they will ask an adult/ICT Technician
9. Children and staff will respect copyright law
10. Children and staff will tell an adult/Designated Safeguarding Lead if they see something that upsets them online

Abbotswood school has a secure network with a strong firewall, virus detection and monitoring in place. However, whilst we will take all reasonable precautions to ensure pupils' use of technology is always safe, we cannot guarantee this due to the pace of change in technology. We believe that following the guidelines above is the best way to be confident of children's safety whilst using our technology.

Sometimes children have approved access to technology in break times, at these times they are only permitted to use Times Tables Rock stars or Spelling Shed. ICT lessons are supervised by the children's teacher. Children who display positive learning behaviours may undertake independent research in shared areas online.

Our school curriculum teaches our children about a range of safety measures when using technology. We update it to reflect changes in technology.

Staff are also subject to further guidance within our Safeguarding and Code of Conduct policies.

Abbotswood aims to be fully compliant with Data Protection and General Data Protection Regulation at all times.