

TOWERVIEW PRIMARY SCHOOL



ICT Acceptable Use Policy

September 2025

www.towerviewps.co.uk



Towerview Primary School ICT Acceptable Use Policy

Introduction

This policy outlines the acceptable use of ICT and digital technologies within Towerview Primary School. It is designed to safeguard pupils, staff, and the wider school community while promoting responsible and effective use of technology in support of learning.

School Vision

At Towerview, our mission is 'Together Promoting Success'. We aim to provide a safe, inclusive, and stimulating learning environment where children are supported to achieve their full potential. ICT plays a vital role in this journey, and we are committed to ensuring its use reflects our core values: Honesty, Kindness, Respect, Self-control, Commitment, and Self-esteem.

eSafety and Digital Citizenship

- Pupils will be taught how to use technology safely and responsibly.
- Online safety education is embedded across the curriculum and reinforced through initiatives such as Safer Internet Day.
- Pupils will learn to identify risks, report concerns, and respond appropriately to unsafe situations.

Internet and Email Use

- Internet access is filtered and monitored through the C2K Education Network.
- Staff and pupils must use school-provided email accounts for all school-related communication.
- Personal email accounts and unfiltered internet access are not permitted on school devices.

Cyberbullying

Towerview PS has zero tolerance for cyberbullying. Examples include:

- Sending or sharing abusive messages or images.
- Impersonating others online.
- Posting inappropriate content without consent.

All incidents will be addressed under the school's Safeguarding and Positive Behaviour policies. The Designated Teacher for Child Protection will be informed, and external agencies such as the PSNI may be contacted if necessary.

Acceptable Use Guidelines

Pupils

Foundation Stage (Years 1–2)

- Be kind and polite when using computers.
- Use only teacher-approved websites.
- Tell an adult if something online makes you feel uncomfortable.
- Use school cameras only with permission.

Key Stage 1 (Years 3–4)

- Keep passwords private.
- Avoid sharing personal information.
- Report anything inappropriate to a trusted adult.
- Do not bring devices capable of recording to school without permission.

Key Stage 2 (Years 5–7)

- Use technology respectfully and responsibly.
- Only access age-appropriate content.
- Cite sources when using online materials.
- Mobile phones and smartwatches must be turned off before 8:45am and not used until the end of the school day.

Parents/Guardians

- Support children's safe use of technology at home.
- Communicate concerns directly with the class teacher, Principal (Mr T Beckett), or Designated Teacher for Child Protection.
- Only take photos of your own child at school events unless explicitly permitted by the parents of another child or the school Principal.
- Ensure children do not bring recording devices to school without prior approval.

Monitoring and Enforcement

- All user activity on the school network is logged and monitored.
- Breaches of this policy may result in restricted access or disciplinary action.
- Devices used inappropriately may be confiscated and returned only to a parent/guardian.

GDPR Compliance

Towerview PS complies with all relevant data protection legislation. For more information, please refer to the school's privacy policy available on www.towerviewps.co.uk.