



Acceptable Use of Technology Policy for Pupils



	Name	Signature	Date
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Acceptable Use of Technology Policy for Pupils

Introduction

At West Hampstead Primary School, we believe that technology is a powerful tool for learning, creativity, and communication.

However, with the benefits come responsibilities. This policy outlines the acceptable use of technology by all pupils, ensuring a safe, respectful, and focused learning environment. It also covers the rules for mobile phone usage for pupils while on school premises.

Roles and Responsibilities

Name of Designated Safeguarding Lead (DSL):	Sam Drake
Deputy Designated Safeguarding leads (DDSL):	Amanda Martin Hannah Bones
Computing Lead ICT Technician	Shuhena Begum James Beynon
Name of Chair of Governors:	Madhavan Raman
Name of Nominated Safeguarding Governor:	Madhavan Raman

1. General Rules for Using Technology

1. Respectful and Appropriate Behaviour

All pupils must use school technology, including computers, tablets, and the internet, in a respectful and responsible manner. Any use of devices for harmful, inappropriate, or illegal activities will not be tolerated.

2. Online Safety

Pupils are expected to engage in safe online behaviour. This includes:

- Keeping personal information private (such as full names, addresses, phone numbers).
- Avoiding communication with strangers online.
- Reporting any inappropriate or uncomfortable online behaviour to a teacher or trusted adult.

3. Responsible Use

Technology is provided for educational purposes. Pupils must not:

- Access social media or non-educational websites during school hours.
- Use devices for games or personal activities unless explicitly permitted by a teacher.

4. Supervision and Monitoring

The use of all technology will be supervised and monitored by staff. Misuse or failure to follow this policy may result in restricted access to technology or other disciplinary measures.

2. Mobile Phone Policy for Year 5 and Year 6 Pupils

We understand that some Year 5 and Year 6 pupils may travel independently to school. In such cases, families may choose to provide a phone for safety and reassurance. However, we maintain strict rules to ensure these devices do not disrupt the learning environment or pose a distraction. We strongly discourage the use of smartphones. If families feel a phone is necessary, we encourage them to consider a basic 'brick' phone that allows only calls and texts

1. Bringing Mobile Phones to School

- Pupils in Year 5 and Year 6 are allowed to bring a mobile phone to school for their journey.
- Upon arrival, the mobile phone must be switched off and handed to the school office for safekeeping.

- Mobile phones will be securely stored in the office and returned at the end of the school day.
- If a pupil attends an after-school club, the phone must be collected after the club has finished.

2. Prohibition of Mobile Phone Use on School Grounds

- Pupils are not permitted to use their mobile phones at any time within the school grounds, including before and after school, unless permission is granted by a member of staff.
- Any pupil found using a mobile phone on school grounds will have the device confiscated and it may only be returned to a parent or guardian.

3. Consequences for Non-Compliance

Failure to follow the mobile phone policy may result in:

- Confiscation of the mobile phone.
- Communication with parents or guardians.
- Additional disciplinary action if necessary, in line with our behaviour policy.

4. Online Smartphone Safety

As part of the Computing curriculum, all Year 5 and Year 6 pupils are required to learn about online smartphone safety.

This includes:

- Safe and responsible use of mobile phones.
- Managing screen time and digital wellbeing.
- Understanding the dangers of cyberbullying and online stranger contact.
- Recognising inappropriate content and reporting it to adults.

3. Consequences for Misuse of Technology

Failure to adhere to this Acceptable Use of Technology Policy may result in one or more of the following actions:

- Temporary or permanent restriction from using school technology.
- Confiscation of devices.
- Informing parents or guardians of the misuse.
- Additional disciplinary measures in accordance with the school's behaviour policy.

4. Parental and Pupil Agreement

We request that all parents, guardians, and pupils read, understand, and sign the school's Acceptable Use of Technology Agreement to ensure everyone is aware of the rules and expectations regarding the use of technology and mobile phones.

Signature (Pupil): _____

Signature (Parent/Guardian): _____

Date: _____

By fostering a responsible and respectful approach to technology use, we aim to create a safe, supportive, and focused environment where all pupils can thrive. Thank you for your cooperation.