

New Monkland Primary School



Getting it Right for Every Child

ICT Acceptable Use Policy



Written: April 2025
Review Date: August 2027

ICT Acceptable Use Overview

This is a brief overview of North Lanarkshire Council's ICT Acceptable Use Policy. All employees must make themselves familiar with the full policy, available online.

It is the responsibility of all users to ensure they use NLC equipment and internet access for the purposes for which it is intended, and it should be used appropriately to support the work of the school.

Personal devices are prohibited from connecting to the school internet at any time.

Children should only access the computer or other devices and the school network when given permission by a teacher.

Children must ask permission from a teacher before using the internet.

Children will:

- Access only those websites, apps, programmes, computer discs and CDs for which the teacher has given permission.
- Ensure that any e-mails sent are polite, sensible and responsible.
- Only send e-mails to people they know or who are approved by a teacher.
- Use their official school e-mail account only to send or receive e-mails.
- Tell a teacher if they see web pages or e-mails which are offensive or unpleasant.
- Understand that the school will check computer files, e-mails and the Internet sites which are visited to ensure that I use the computer and the Internet sensibly.
- Only download material from the internet if given permission by a teacher and only copy and use material as allowed by copyright legislation.
- Protect themselves and others by not giving personal details when using the Internet and sending e-mails which include:
 - name or my home address
 - home telephone number
 - photographs
 - any other personal information
 - any information about others
- Not arrange to meet any on-line contact.
- Tell their teacher about any invitations to meet on-line contacts.
- Use and store equipment properly to prevent the likelihood of damage.

Anyone found not following the above guidance should in the first instance be reported to the Head Teacher and then further action may be taken including involvement of NLC and other partners if appropriate.

UNCRC Links

Article 13: You have the right to find out things and share what you think with others, by talking, drawing, writing, or in any other way unless it harms or offends other people.

Article 17: You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

Article 29: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.