



IT Acceptable Use Policy. This document, which is read and signed by all pupils, lays out clear expectations and standards regarding the use of IT both on and off the school site.

School email. Pupils are prevented from receiving email to their school account after 8pm each evening. Any email sent to pupils after that time is “queued” and delivered at 6.30am the next day.

Homework. Staff are asked to consider the need to use the internet and/or phones for homework and to be clear about when it is and is not required. In addition, Lower School will have their homework tasks uploaded to the school intranet, Firefly. This will not only negate the need for those pupils to record their own homework, but will also allow parents to see what tasks are required and by when, and whether use of computers is needed. There is a Firefly App that pupils can download to help organise their work.

## **Parental Engagement**

Parents are asked to be familiar with the school rules regarding the use of mobile phones, in particular the document entitled Mobile Phones – Use By Pupils (copy enclosed and available on the school website), and to support the school in their enforcement.

The school will look to include screen-time, mobile phone use and hyper-connectivity as topics for future Parental Information Evenings.

Parents are encouraged to do the following (specific advice on each of these can be found here: <https://www.vodafone.co.uk/mobile/digital-parenting/digital-life>):

- o Discuss with their child sensible limits to the amount of screen-time.
- o Implement a mobile phone curfew (e.g. phone away after 8pm at night)
- o Do not allow mobile phone/internet access in the bedroom at all (a cheap alarm clock and a book a good ‘fixes’)
- o Model where possible sensible mobile phone use.
- o Have “digital detox” days (or weeks) where online activity is curtailed (e.g.