



Boscastle Community Primary School

Information Technology (I.T.) Policy

Approved by: The Governing Body

Last reviewed on: New policy approved by the Governing Body 06.05.26

Next review due by: May 2027

1. Purpose of the Policy

This IT Policy sets out how Boscastle Community Primary School uses information technology to support teaching, learning, communication, and school administration. It also establishes expectations for safe, responsible and effective use of technology by pupils, staff, governors and visitors.

The policy aims to:

- Support high-quality teaching and learning through effective use of digital technology
- Promote safe, responsible and ethical use of technology, including artificial intelligence (AI)
- Protect pupils, staff and the school from online risks
- Ensure systems are reliable, secure and well supported

2. Scope

This policy applies to:

- All pupils
- All staff (including temporary staff and volunteers)
- Governors
- Contractors and visitors using school IT systems

It covers all school-owned devices and systems, including iPads, laptops, interactive displays, networks, software, online platforms and cloud-based services.

3. Acceptable Use of IT

3.1 Pupils

Pupils are expected to:

- Use school technology for learning activities only, as directed by staff
- Treat devices with care and report any damage immediately
- Keep logins and passwords secure
- Be respectful and appropriate in all digital communication
- Follow guidance on online behaviour, cyberbullying and digital safety

Pupils must not:

- Access inappropriate or harmful content
- Attempt to bypass school security or filtering systems
- Record or share images, audio or video without permission
- Use technology in a way that could harm others or the school's reputation

Acceptable use expectations are reinforced through the curriculum and age-appropriate Acceptable Use Agreements.

3.2 Staff and Governors

Staff and governors must:

- Use IT systems professionally and lawfully
- Model safe and responsible digital behaviour
- Follow data protection and safeguarding requirements
- Ensure pupils are supervised when using digital technology

School equipment must not be used for activities that are illegal, inappropriate or that pose a security risk.

4. Use of Technology to Support Teaching and Learning

Boscastle Community Primary School uses technology to enhance engagement, accessibility and creativity across the curriculum.

4.1 iPads and Digital Learning

- All pupils have access to iPads
- iPads are used to record learning through photos, videos and written work
- Digital learning records are used to support assessment and to share learning with parents
- iPads support inclusion and alternative methods of recording, particularly for pupils with SEND

4.2 Curriculum Programmes and Applications

From Year 3 to Year 6, pupils use online programmes to support learning both at school and at home, including:

- **Times Tables Rock Stars (TTRS)** – to support fluency in multiplication and division
- **MyMaths** – to reinforce mathematical understanding and independent practice

Across the school, pupils also use creative and problem-solving applications, including:

- **Pic Collage** – to support visual presentations and creative outcomes
- **iMovie** – to develop storytelling, reflection and digital media skills
- **LEGO coding and robotics** – including participation in First LEGO League activities, supporting computational thinking, teamwork and problem-solving

5. Use of Artificial Intelligence (AI)

The school recognises the growing role of AI in education and is committed to its safe, responsible and ethical use.

5.1 Principles for Use of AI

AI tools may be used to:

- Support teaching and planning
- Enhance creativity and problem-solving
- Support accessibility and personalised learning

AI must not:

- Replace core learning or assessment
- Be used to generate work that is presented as a pupil's own without appropriate learning input
- Be used to access, generate or share harmful, inappropriate or unethical content

5.2 Pupils

- Any use of AI by pupils is carefully supervised by staff
- AI is used to support learning about digital literacy, bias, reliability and ethical use

5.3 Staff

- Staff may use AI tools professionally to support workload and planning
- Generated content is always reviewed for accuracy, bias and appropriateness
- No personal or sensitive pupil data is entered into AI tools

6. Online Safety

Online safety is a key safeguarding priority and is addressed through:

- A broad and progressive Computing and PSHE curriculum
- Clear rules for acceptable online behaviour
- Regular reminders about keeping personal information safe
- Teaching pupils how to report concerns

The school uses appropriate:

- Filtering and monitoring systems
- Network security controls
- Supervision and age-appropriate restrictions

Online safety incidents are reported and managed in line with the school's Safeguarding and Online Safety policies.

7. Data Protection and Security

All use of IT systems complies with data protection legislation.

- Personal data is stored securely
- Access to systems is role-based
- Devices are password protected
- Data breaches are reported and managed in line with school procedures

Staff receive guidance on safe handling of data and secure working practices.

8. IT Infrastructure and Technical Support

The school receives technical support from **ICT4**, who:

- Provide scheduled technical support visits every fortnight
- Support maintenance, updates and system reliability
- Provide advice on security, hardware and software
- Respond to urgent issues as required

This support ensures systems remain safe, secure and fit for purpose.

9. Monitoring and Review

- The effectiveness of IT provision is monitored by the Headteacher and governing body
- Online safety and acceptable use are reviewed regularly
- This policy is reviewed annually or sooner if there are significant changes to guidance or technology

10. Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding Policy
- Acceptable Use Policy (Pupils and Staff)
- Data Protection / GDPR Policy
- SEND Policy
- Complaints Policy

11. National Guidance and Legislation

This policy has regard to the following guidance and legislation:

- Keeping Children Safe in Education (DfE)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 2002 (Section 175)
- DfE guidance on Teaching Online Safety in Schools
- DfE guidance on the use of Artificial Intelligence in Education