



Acceptable Use of IT and Media Guidelines

- Only install/download any software or hardware if it is beneficial to the children's learning
- Always check content prior to use with children (even if it has been recommended by a colleague)
- Access to 'YouTube' is only available on staff machines and all content must be screened before use
- Adults to supervise operation of computers when accessing 'YouTube'/internet-based clips
- Song lyrics - always listen to song lyrics prior to use with children. Just because it is on the radio does not mean it is suitable for use in a school. Any songs which include inappropriate content e.g., adult themes **must** not be used
- DVD's - these should usually be classified with a U rating. If you wish to use PG rated material, you need to refer to the website www.common sense media.org for guidance on suitability in addition to watching it yourself. A note also needs to be sent to parents a minimum of 48 hours before you intend to watch the film informing them of the film's title and rating so they can express any comments/concerns they may have.