ICT Acceptable Use Policy - Pupil

Member(s) of staff responsible	Headteacher
Governor responsible	Full Governing Board
Date agreed with staff	September 2026
Date discussed with pupils	Autumn term assemblies 2026 Reminded at the beginning of every computing unit Sept 2026
Frequency of policy review	Annual
Date next review due	September 2027

Document Version Control

Issue Number	Issue Date	Summary of Changes
1.0	January 2008	Original issue
2.0	September 2011	Reviewed – updated in line with current best practice
2.1	September 2012	Reviewed – no changes
2.2	September 2013	Reviewed by PH, TC and GF – no changes
2.3	November 2014	Reviewed
2.4	December 2015	Reviewed – updated in line with current best practice
2.5	December 2017	Reviewed – updated in line with current best practice
2.6	January 2019	Reviewed – Pupil policy from adults – now 2 separate policies
2.7	January 2021	Reviewed in line with the changes to KCSIE with the addition of Annex C – Online Safety
2.8	September 2023	Reviewed – amended to show Golden Rules now signed in class each academic year.
2.9	March 2024	Mobile phone section updated to make reference to updated DfE guidance on banning phones in schools
2.10	September 2025	Changes to Golden Rules appendices to incorporate reference to AI. First person language adjusted to third.

3.0	November 2025	Added references to pupil use of AI within school.
3.1	October 2026	Reviewed: Specific prohibition of editing images of children using AI. In policy and in golden rules.

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Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for children to be more creative and productive in their work. Whilst our school fully supports and promotes the use of technology, it is imperative that it is used in an acceptable and safe manner at all times.

1. AIMS

The aims of our Acceptable Use Policy are to:

- Ensure our pupils are responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Ensure that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will ensure that pupils have good access to IT to enhance their learning. In return, we expect all pupils to be responsible users.

All pupils must have read and signed the Computing Golden Rules before they are allowed access to the school computing equipment

2. USING TECHNOLOGY IN SCHOOL – AGREEMENT

Children understand that they must use school systems in a responsible way to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

When using school equipment, children agree to the following:

- Children understand that the school devices are primarily intended for educational use and that they will not use them for personal or recreational use, unless they have permission from a teacher.
- Children will not use the school devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- Children understand that the school will monitor their use of the systems, devices and digital communications.
- Children will not disclose or share personal information about themselves or others when online, including sharing using AI programs (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.)

- Children will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.
- Children only use AI tools which they have been directed to use and to use them only in accordance with what they specifically have been asked to do.
- Children will not use AI technology to edit images of peers.

3. BEHAVIOUR TOWARDS OTHER USERS

- Children will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- Children will be polite and responsible when they communicate with others. They will not use strong, aggressive or inappropriate language, and they appreciate that others may have different opinions.
- Children will not take or distribute images of anyone without their permission. Nor will children generate or attempt to generate images or content of others using AI tools.

4. KEEPING OUR SCHOOL SYSTEM SAFE

- Children understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. Children will not try to use any programmes or software that might allow them to bypass the filtering/security systems in place.
- Children will immediately report any damage or faults involving equipment or software, however this may have happened.
- Children will not install or attempt to install or store programmes of any type on any school device.
- Children will not try and alter any computer settings or those on mobile devices.
- Children will not access any social media sites, or AI tools, unless they have specific permission from an adult as part of a lesson.
- Children will only use their own personal devices (USB devices, etc.) in school if they have permission.

5. USING THE INTERNET SAFELY AND APPROPRIATELY

The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise appropriate material on the Internet. These include an approved filtering system which is designed to prevent access to material inappropriate for children. Staff will also be vigilant when pupils are undertaking their own search and

will check the children are following the agreed search criteria. Pupils will be taught how to use the email and Internet safely, through assemblies (including Safer Internet Day) and presentations from external agencies, visitors e.g. the police. The methods we use will be reviewed in accordance with national guidance and that provided by the LEA.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available on the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences of this. Any incident where a pupil is exposed to offensive or upsetting material will be handled in line with procedures outlined in our Online Safety Policy.

The most important element of our Golden Rules and our Acceptable Usage Policy is that pupils are taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the rules that have been designed to protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules, then sanctions consistent with our school behaviour policy will be applied. This will involve informing the parents/carers.

- Children understand they must read and adhere to the Computing Golden Rules before they are allowed to access the Internet. These need to be read and signed at the beginning of each academic year and are kept in the front of their computing books.
- Children understand the risks and will not try to upload, download or access any materials which are illegal.
- Where work is protected by copyright, children will not try to download copies (including music and videos).
- When using the internet to find information, children should take care to check that the information they access is accurate, as they understand that the work of others may not be truthful and may be a deliberate attempt to mislead them. This is especially important when using AI tools, which may perpetuate biases which children have not considered.

5. USING E-MAIL

- Children understand they must have read and adhere to the Computing Golden Rules before they are allowed to access the school email.
- Children will only use the school email in school and when directed by an adult.
- Children will only send emails to recipients that have been stipulated by their teacher.
- Children will not reply to any emails from people they do not know or have not been communicating with.

- Children will not try to access their school email from home.
- Children will not open any attachments to emails, unless instructed to do so by an adult.
- Children understand that incoming and outgoing emails will not be regarded as private and can be checked by an adult.

7. MOBILE PHONES

Our mobile phone policy is supported by the DfE guidance which supports headteachers in prohibiting the use of mobile phones throughout the school day, including at break times. Using mobile phones in schools can lead to online bullying, distraction and classroom disruption which, in turn, can lead to lost learning time. The guidance ensures schools are supported to prohibit mobile phone use, including banning phones from the school premises, handing in phones on arrival at school, and keeping phones securely locked away at school. As such:

- Children in Year 5 and 6 are allowed to bring a mobile phone. This MUST be handed in to their teacher at the beginning of the school day and will then be locked away until the end of the day, when they can be picked up from the office.
- The phone must be switched off before entering the school premises and not switched back on until children have left the site.
- Children must not use their phone on school premises unless specific permission has been given by an adult.
- Parents will be made aware that they must go through the office if they need to contact their child, and NOT by using the mobile number.

APPENDIX 1: KS1 COMPUTING GOLDEN RULES

WARDEN HILL COMPUTING GOLDEN RULES EYFS AND KS1

Please read the Golden Rules for EYFS and KS1

Use of equipment:

- I will only use school computers and tablets when I have been given permission by an adult.
- I will be careful when using school equipment to avoid any damage.
- I will respect others' work and will not change or delete their work or files.
- I will use tablets and iPads responsibly and I will not take, or edit,photos or videos without permission.



Responsible Internet Use:

- I will only use the Internet when I have permission from an adult.
- I will be careful about what I click on to make sure I don't see or download something by mistake.
- I will not share any information about myself or others on the Internet.
- I will not talk or write to other people online without permission.
- If I see something I don't like on a screen, I will always show an adult straight away.
- If I am unsure of any question that 'pops up' on a website or an app, I will ask permission from an adult before I click an answer.



As a user of the school network, I have understood these rules.
I also understand that these rules are to keep everyone safe and to help us be fair to others.
I agree to follow these rules at all times.

Warden Hill
PRIMARY SCHOOL

Year 1: Name: ……..……

Class: ……..... Date: ……..

Year 2: Name: ……..……

Class: ……..... Date: ……

APPENDIX 2: KS2 COMPUTING GOLDEN RULES

COMPUTING GOLDEN RULES
KS2

Please read the Golden Rules for KS2 below, then fill in the details at the bottom of the page and submit your agreement.



Use of equipment:

- I will only use school computers and tablets when I have been given permission by an adult.
- I will be careful when using school equipment to avoid any damage, especially when carrying laptops and devices or plugging them in or unplugging them (under adult supervision).
- I will only use the school equipment for school work, unless I have permission from an adult to do otherwise.
- I will only use programs and content which have been installed by the school.
- I will use tablets and iPads responsibly and I will not take photos or videos without permission.
- I will never try to change the settings of the computer or tablet.
- I will respect others' work and will only edit or delete my own files and will not look at, or change, other people's files without their permission.
- I will only use USB devices in school when given permission by my teacher.
- I understand that the school will check my use of the computing systems, e-mail and other digital communications.

Use of AI:

- I will only use AI in school when specifically asked to by an adult and only for learning purposes using websites directed by an adult.
- I understand that I must never manipulate or alter an image of a person as this could be harmful, unkind or unsafe.

Mobile phones:

- I understand that children in Year 5 and 6 are allowed to bring a mobile phone. This MUST be handed in to their teacher at the beginning of the school day and will then be locked away until the end of the day when they can then be picked up from the office.



- The phone must be switched off before entering the school premises and not switched back on again until you have left the site.

- I must not use my phone on school premises unless specific permission has been given by an adult.

Responsible Internet Use:

- I will only use the Internet and e-mail when I have permission from an adult.
- When using school e-mail, I will not open an attachment before checking with an adult.
- If I see something I don't like, or makes me feel uncomfortable, I will always show an adult straight away.
- I will not download, upload or copy anything from the Internet unless specifically asked to do so by an adult.
- I will not take or share images of anyone without their permission.



- I will only communicate online with people I know or my teacher has approved.
- All my online communications will be polite and sensible.
- I will be careful about what I click on to make sure I don't see or download something by mistake. If I am unsure of anything that 'pops up' on a website or an app I will ask permission from an adult before I click.
- I will never give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given me permission.

As a user of the school network, I have read the rules above and I understand what they mean.
I also understand that these rules are to keep everyone safe and to help us be fair to others.
I agree to follow these rules at all times.

Warden Hill
PRIMARY SCHOOL

Year 3 Name: ..... Date:.....

Class: .....

Year 4 Name: ..... Date:.....

Class: .....

Year 5 Name: ..... Date:.....

Class: .....

Year 6 Name: ..... Date:.....

Class: .....