Acceptable Use Policy

BOROUGH GREEN
Primary School

Learning together with kind hearts and determined minds

March 2026

Updated with LESAS template policy issued September 2025

To be reviewed at least annually or sooner if local updates are shared by LESAS

Learner Acceptable Use of Technology

Early Years and Key Stage 1

- I understand that the school rules will help keep me safe and happy when I go online.
- I only go online when an adult is with me.
- I only click on online things online when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send polite and friendly messages online. (Our school rules are Ready, Respectful, Safe).
- I know the school can see what I am doing online when I use school computers/tablets including if I use them at home.
- If I see something online that makes me feel upset, unhappy, or worried I will always tell an adult.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules the school Behaviour Steps will be followed
- I have read and talked about these rules with my parents/carers.

Borough Green Primary School Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name…… Signed……..….

Class…… Date……..

Parent/Carer's Name……..…….....

Parent/Carer's Signature…… Date……

Key Stage 2

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will be kind and respectful online, just like I am in school.
- I only send messages which are polite and friendly. (Our school rules are Ready Respectful and Safe). I understand that sending unkind messages and being unkind online can become cyber bullying.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if a trusted adult says they are safe.
- I know that people online might not be who they say they are. I will only chat with people I know or who a trusted adult says are safe.
- If someone online asks to meet me, I will tell a trusted adult straight away.

Learning

- I turn my phone off and hand it in when I arrive at school.
- I only turn my phone on when I have left the school building.
- I do NOT wear a 'smart watch' or any other technology device with calling, messaging, tracking or recording functions to school.
- I always ask permission from an adult before using the internet.
- I only use websites, tools and/or search engines that an adult has chosen or given me permission to use.
- I use school/setting devices for school/setting work unless I have permission otherwise.
- If I need to learn online at home, I will follow the same rules in this policy.

Trust

- I know that some things or people online might not be honest or truthful.
- If I'm not sure something online is true, I will check with other websites, books, or ask a trusted adult.
- I always credit the person or source that created any work, images, or text I use.
- I will use Artificial Intelligence (AI) tools safely and sensibly. I won't use them to cheat, copy other people's work, or say anything unkind. I know that AI tools can sometimes make mistakes. I will only use them when a teacher or trusted adult says it's okay

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.

- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

Tell

- If I see anything online that makes me feel worried or upset, I will
- If I am aware of anyone being unsafe with technology, I will report it to an adult at school
- I know it is not my fault if I see something upsetting or unkind online.
- If I'm not sure about something online or it makes me feel worried or scared, I will talk to a trusted adult.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are monitored to help keep me safe, even if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and networks if they are worried about my or anyone else's safety or behaviour.
- I have read and talked about these rules with my parents/carers.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that if I do not follow the school rules then the school will follow the behaviour steps in our behaviour policy

Borough Green Primary School Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP when:

3. I use school devices and systems, both on site and at home.
4. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name……. Signed……..….

Class…….…… Date……..

Parent/Carer's Name……..…….....

Parent/Carer's Signature…… Date……

Parent/Carer AUP Acknowledgement Form

Borough Green Primary School Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Borough Green Primary School's acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.

3. I understand that any use of school devices and systems are appropriately filtered limiting access to child-friendly and age-appropriate sites.

4. I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used on and offsite. Monitoring approaches are in place to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

5. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems, on and offsite. I however understand that the school cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.

6. I am aware that the school mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site. Mobile phones should be handed to the office and kept switched off onsite.

7. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed due to an emergency situation. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school/setting remote learning AUP.

8. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school.

9. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.

10. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.

11. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

12. I understand my role and responsibility in supporting the school online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name…….

Class……..……Date……

Parent/Carer's Name…….....

Parent/Carer's Signature……...

Date…….

Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Borough Green Primary School's IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Borough Green Primary School's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Borough Green Primary School, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email. data and data storage, remote learning systems and communication technologies**.**

2. I understand that Borough Green Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school child protection/online safety policy and the staff code of conduct.

3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with children.

5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed; this use is at the school's discretion and can be revoked at any time.

6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
    - I will use a 'strong' password to access school systems. **A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.**
    - I will protect the devices in my care from unapproved access or theft.

8. I will respect school system security and will not disclose my password or security information to others.

9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.

    - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

- Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.

- Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the school Data Protection Officer and leadership team prior to use to ensure it is safe and legal.

12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and. Where necessary, they will be password protected.

13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.

14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to Jason Dilling or the Head/Deputy Head teacher as soon as possible.

17. If I have lost any school related documents or files, I will report this to Jason Dilling or the Head/Deputy Head teacher) as soon as possible.

18. Any images or videos of children will only be used as stated in the school camera and image use policy. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where children and/or parent/carers have given explicit written consent.

Classroom practice

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Borough Green Primary

School as detailed in our child protection and online safety policies, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and Jason Dilling, in line with the child protection and online safety policies.

21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces.

22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that:
    - AI tools are only to be used responsibly and ethically, and in line with our school child protection, data protection, and professional conduct/behaviour policy expectations.
    - A risk assessment will be undertaken, and written approval will be sought from the senior leadership team prior to any use of AI tools, for example if used in the classroom, or to support lesson planning.
    - A Data Protection Impact Assessment (DPIA) will always be completed prior to any use of AI tools that may be processing any personal, sensitive or confidential data and use will only occur following approval from the DPO.
    - I am required to critically evaluate any AI-generated content for accuracy, bias, and appropriateness before sharing or using it in educational contexts.
    - AI must not be used to replace professional judgement, especially in safeguarding, assessment, or decision-making involving children.

Any misuse of AI will be responded to in line with relevant school policies, including but not limited to, anti-bullying, staff code of conduct and child protection**.**

23. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
    - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.

- creating a safe environment where children feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) or a deputy DSL as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
- Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
- make informed decisions to ensure any online safety resources used with children is appropriate.

24. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Mobile devices and smart technology

25. I have read and understood the school online safety policy, mobile and smart technology and use of images which addresses use by children and staff.

26. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

Online communication, including use of social media

27. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff code of conduct, and the law.

28. As outlined in the staff code of conduct and school online safety policy:
    - I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
    - I will not discuss or share data or information relating to children, staff, school business or parents/carers on social media.

29. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
    - I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
    - I will not share any personal contact information or details with children, such as my personal email address or phone number.
    - I will not add or accept friend requests or communications on personal social media with current or past pupils and their parents/carers.
    - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
    - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and headteacher.

Policy concerns

30. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

31. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

32. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

33. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the school child protection policy.

34. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with school child protection policy and/ the whistleblowing policy.

Policy Compliance and Breaches

35. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL and the headteacher.

36. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

37. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

38. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Borough Green Primary School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member: ……

Signed: …….....

Date (DDMMYY)……...

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help Borough Green Primary School ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Borough Green Primary School, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email. data and data storage, remote learning systems and communication technologies**.**

2. I understand that Borough Green Primary School AUP should be read and followed in line with the school staff code of conduct.

3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school code of conduct and safeguarding policies, national and local education and child protection guidance, and the law.

4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Data and image use

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.

8. I understand that any images or videos of children will only be taken in line with the school online safety and use of images policy.

Classroom practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children.

10. I will support and reinforce safe behaviour whenever technology is used on site, and I will promote online safety with the children in my care.

11. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL or headteacher, in line with the school child protection/online safety policy.

12. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Use of mobile devices and smart technology

13. In line with the school mobile and smart technology policy, I understand that personal devices must not be used in the presence of children and during lesson times.

Online communication, including the use of social media

1. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
    - I will take appropriate steps to protect myself online as outlined in the child protection/online safety policies.
    - I will not discuss or share data or information relating to children, staff, school business or parents/carers on social media.
    - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct and the law.

2. My electronic communications with children, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    - All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
    - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
    - Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL or headteacher.

Policy compliance, breaches or concerns

3. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead or the headteacher.

4. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

5. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead in line with the school child protection policy.

6. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.

14. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.

15. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Borough Green Primary School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer: ……..……

Signed: ……

Date (DDMMYY)……