



ICT Acceptable Usage Policy

Signed:

Chair: S. Gribbin

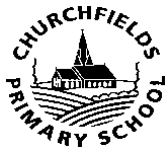
LGC Chair: S. Phillips

CEO: R. Swindells

Head: D. Beardsmore

Date: 15th October 2026

Review date: October 2028



Churchfields Primary School

Acceptable ICT Usage

Digital technology is integral to the lives of children and young people, both in school and beyond. The internet, school networks, cloud services, computers, iPads and emerging technologies such as generative AI can support learning, creativity, communication and access to information. These opportunities must be balanced with clear expectations for online safety, safeguarding, privacy and cyber security.

This Acceptable Use Agreement is intended to ensure:

- Children at Churchfields will be responsible, respectful and safe users of the internet, school devices, approved digital services and, where authorised, generative AI.
- School digital systems, devices, data and users are protected from accidental or deliberate misuse that could place safeguarding, privacy or cyber security at risk.

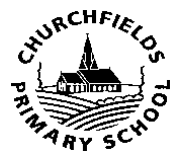
The school will provide appropriate access to digital technology to enhance learning and will support this through online-safety education, effective supervision and appropriate filtering and monitoring arrangements. Pupils are expected to follow this agreement whenever they use school systems or use technology in a way that relates to school.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will listen to and act on the advice and teaching from online-safety lessons and guidance throughout my time at Churchfields.
- I will keep my usernames, passwords and passcodes private and secure. I will not share them or try to use another person's account.
- I understand that activity on school systems and devices may be logged, filtered and monitored, alongside staff supervision, to help keep users safe and systems secure.
- I understand that people online may not be who they say they are, and I will not arrange contact or meetings with someone I have met online without involving a trusted adult.
- I will not share personal or confidential information about myself or others online, including addresses, locations, contact details, passwords, school login details or other information that could identify someone.
- I will immediately tell a trusted adult if I see or receive anything online that is upsetting, unsafe, threatening, inappropriate or makes me uncomfortable. If I reach something unsuitable by accident, I will close or move away from it and report it straight away.
- I understand that school digital systems and devices are primarily for educational use. I will only use them for personal or recreational purposes when a member of staff has given permission.
- I will respect other people's work, files, accounts and digital property and will not access, copy, change, delete or share them without permission.
- I will communicate respectfully online and will not use digital technology to bully, threaten, embarrass, exclude or upset others.
- I will not take, record, upload or share photographs, video or audio of another person without permission and without following school rules.



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- I will not use personal or external devices or storage in school, including mobile phones, smartwatches or USB devices, unless I have permission and follow school rules.
- I will immediately report any damage, faults, suspicious messages, security warnings or other concerns involving devices, software or accounts to an adult.
- I will not try to bypass the school's filtering or monitoring, use a VPN or proxy to avoid safeguards, change security settings, or deliberately access blocked or unsuitable content.
- I will not download, install or remove apps, software or files, or connect external devices, unless a member of staff has given permission.
- I will only use generative AI tools when they have been approved by the school and a member of staff has allowed me to use them. I will not enter personal or confidential information, I will check AI-generated information for accuracy, and I will be clear when AI has helped me with my work.

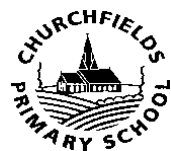
When using online information, search tools or AI for learning, I recognise that:

- I should use websites, apps and digital services that are recommended or approved by my teachers.
- I should check information carefully because websites, social media, search results and AI-generated content can be inaccurate, biased, misleading or deliberately false.

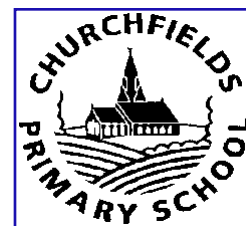
I understand that I am responsible for my actions, both in and out of school:

- I understand that the school may respond to inappropriate online behaviour outside school when it affects another pupil, a member of staff, the school community or safeguarding. This includes online bullying, harmful or threatening messages, and the misuse or sharing of images or personal information.
- I understand that if I do not follow this Acceptable Use Agreement, the school will respond in line with its Behaviour Policy and safeguarding procedures. This may include restricting access to a device or service, Amber/Red consequences, contacting parents or carers and, where necessary, involving appropriate external agencies or the police.

Please read the agreement on the next page and complete it as requested by the school. The agreement supports, rather than replaces, age-appropriate online-safety teaching and the school's normal behaviour and safeguarding expectations.



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ICT ACCEPTABLE USE AGREEMENT

This form relates to the Pupil Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules in the Acceptable Use Agreement. For Reception and KS1 pupils, the agreement will be shared with parents/carers and taught and reinforced in an age-appropriate way; a pupil signature is not required.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school, when permission has been given, for example a mobile phone, smartwatch, camera or storage device.
- I use my own equipment or accounts out of school in a way that is connected with being a member of Churchfields Primary School, for example communicating with other members of the school community or accessing school-approved services.

Name of Pupil: _____

Class: _____

Signed: _____

Date: _____