



# St. Thomas' CE Primary School

## Acceptable Use Policy

This policy covers the acceptable use of IT by staff, volunteers and pupils.

Written by Megan Finlayson

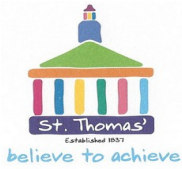
Approved by Governors

Review Date

February 2026

16th March 2026

February 2028



## School Policy

Digital technologies have become integral to the lives of children and young people, both within and outside schools.

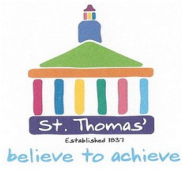
These technologies are powerful tools, which open-up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies. They also bring opportunities for staff to be more creative and productive in their work.

All users should have an entitlement to safe internet access at all times. This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students/pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

The following Acceptable User Agreements have been recommended by MGL. The policy below has been taken from the 'SWLG' website. It is the responsibility of St. Thomas' CE Primary School to ensure that this policy is personalised in order to reflect the school's procedures.



## ACCEPTABLE USER AGREEMENT FOR STAFF/VOLUNTEERS

*This acceptable use agreement is intended to ensure:*

- *that community users of school digital technologies will be responsible users and stay safe while using these systems and devices*
- *that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.*
- *that users are protected from potential harm in their use of these systems and devices*

### **Acceptable Use Agreement**

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school:

I understand that my use of school systems and devices and digital communications will be monitored

I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.

I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will not access, copy, remove or otherwise alter any other user's files, without permission.

I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.



I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.

I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.

I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that if I fail to comply with this acceptable use agreement, the school has the right to remove my access to school systems/devices

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

As the school is collecting personal data by issuing this form, it should inform community users about:

- Who will have access to this form.
- Where this form will be stored.
- How long this form will be stored for.
- How this form will be destroyed.

Name:

Signed:

Date:



## ACCEPTABLE USE AGREEMENT FOR PUPILS (EYFS/KS1)

*This acceptable use agreement is intended:*

- *to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use*
- *to help learners understand good online behaviours that they can use in school, but also outside school*
- *to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.*

### **Acceptable Use Agreement**

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers/tablets

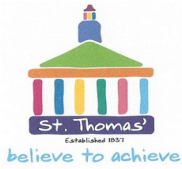
I will only use activities that a teacher or suitable adult has told or allowed me to use

I will take care of computers/tablets and other equipment

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong

I will tell a teacher or suitable adult if I see something that upsets me on the screen

I know that if I break the rules I might not be allowed to use a computer/tablet



## ACCEPTABLE USER AGREEMENT FOR PUPILS (KS2)

*This acceptable use agreement is intended:*

- *to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use*
- *to help learners understand good online behaviours that they can use in school, but also outside school*
- *to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.*

### **Acceptable Use Agreement**

When I use devices I must behave responsibly to help keep me and other users safe online and to look after the devices.

I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly.

I will only visit internet sites that adults have told me are safe to visit.

I will keep my username and password safe and secure and not share it with anyone else.

I will be aware of "stranger danger" when I am online.

I will not share personal information about myself or others when online.

I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe.

I will handle all the devices carefully and only use them if I have permission.

I will not try to alter the settings on any devices or try to install any software or programmes.

I will tell an adult if a device is damaged or if anything else goes wrong.

I will only use the devices to do things that I am allowed to do. (e.g. online games, file sharing etc.)



When online, I will act as I expect others to act toward me.

I will not copy anyone else's work or files without their permission.

I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.

I will not take or share images of anyone without their permission.

I will only use my own personal devices (mobile phones/USB devices etc.) in the school if I have permission (schools should amend this section in the light of their mobile devices policies). If I am allowed, I still have to follow all the other school rules if I use them.

I will only use social media sites with permission and at the times that are allowed (schools should amend this section to take account of their policy on access to social media).

Where work is protected by copyright, I will not try to download copies (including music and videos).

When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I should have permission if I use the original work of others in my own work.

I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.

I understand that if I do not follow these rules, I may be subject to disciplinary action.