



St Anne's RC Primary

MISSION STATEMENT

'To live happily, love unconditionally and learn enthusiastically with Jesus by our side.'

Acceptable Use Policy

Date reviewed	June 2026
Date presented to Governors	June 2026
Date to be reviewed	June 2028

1. Purpose

The purpose of this policy is to ensure all children use school technology responsibly, respectfully, and safely. It also helps parents understand how digital tools are used in school.

At St Anne's Primary School, we use technology such as iPads, Chromebooks, and PCs to support and enhance teaching and learning. This policy explains how pupils will use these devices safely, and what parents and pupils must agree to before access is given.

The use of digital technology and access to the internet is considered a school resource and privilege. Therefore, if the school's acceptable use policy (AUP) is not adhered to this privilege will be withdrawn. Before signing, the policy should be read carefully to ensure that the conditions of use are accepted and understood.

2. Use of Devices in School

- Pupils will use school-owned iPads, Chromebooks, and PCs to access learning materials, complete tasks, and work with classmates.
- Devices will only be used under the supervision of a teacher or school staff member.
- Devices remain the property of the school and are set up with safety and age-appropriate settings by staff and our ICT provider ICT in Schools.
- Pupils may not bring their own devices to school.
- If a pupil brings a mobile phone into school it should be handed in to the school office and collected at the end of the school day.

3. Use of Online Apps and Websites

- To support learning, pupils may access approved third-party educational apps and websites.
- These tools help us deliver engaging, interactive lessons and improve outcomes.
- All third-party tools are carefully selected by staff and reviewed to meet GDPR and child safety standards.
- By signing this policy, parents consent to their child using a range of trusted online platforms as part of their learning experience.
- Our school website will be used to publish pupil work and photographs as coordinated by a teacher. No personal pupil information will be published on our school website.
- Our school X (Twitter) page will be used to publish pupil work and photographs. No personal pupil information will be published.

- As our school X page is private, parents must complete the follow request form in order to follow the school account. A copy of this can be requested from the school office.

4. Filtering and Monitoring

- All online activity on school devices and internet connections is filtered and monitored by Smoothwall, our ICT providers (ICT in Schools) and school staff.
- This is to ensure pupils stay safe online and do not access inappropriate material.
- Monitoring ensures the school meet DfE digital standards, safeguarding responsibilities and prevent misuse.
- Pupils must not try to bypass filters or access blocked websites.

5. Expectations for Pupils

Pupils must:

- Use devices responsibly and follow all instructions from teachers.
- Show kindness and respect when using technology to communicate with others.
- Not attempt to access other people's accounts.
- Use devices to be unkind or dishonest.
- Only use school-approved websites and apps.
- Tell an adult straight away if they see something online that worries or upsets them.
- Not take photographs or videos of others without their consent.
- Keep their usernames and passwords private.
- Know that the school will monitor their use of technology whilst in school.
- Understand that misuse of technology may mean they are not allowed to use the school computers or internet.

6. Expectations for Parents/Carers

Parents agree to:

- Support the school's use of appropriate technology, apps, and online platforms for learning.
- Encourage their child to use devices safely and responsibly.

- Not share any login information, passwords, or school-related content on public platforms or social media.
- Contact the school if they have any concerns about the use of technology or online safety.

7. Sanctions

Misuse of the internet or technology may result in:

- Disciplinary action such as written warnings, withdrawal of access privileges and in extreme cases, suspension or expulsion, in accordance with the school's behaviour policy.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

8. Consent and Agreement

By signing below, parents and pupils confirm they understand and agree to the terms of this policy. Pupils will be allowed to use school devices and learning platforms once this agreement is returned.

Parent/Carer Consent

I have read and understood the Acceptable Use Policy. I agree to my child using school devices, filtered internet access, and third-party educational platforms to support teaching and learning.

Acceptable Use Policy for Pupils in EYFS/KS1

- I will look after all the school IT equipment and use it properly.
- I will only share my username or password with trusted adults.
- I will tell an adult if I see anything which upsets me.
- I will always ask before downloading from the internet or using files I have brought into school because I understand the risks from virus infections.
- Any work I upload to the internet will be my own.
- I will only take a photograph or video of someone if they say it is alright.
- All of the messages I send will be polite.
- I will not post anything online which upsets other people.
- I will use a safe online name and not give away my personal information or talk to people I do not know using the internet.
- I understand that the school may check my use of IT and talk to my parent or carer if they are worried about my online safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a while, even if it was done outside school.

Pupil Name: _____

Class: _____

Signature: _____

Date: _____

Acceptable Use Policy for Pupils in KS2

- I will take care when using the school IT equipment and use it responsibly.
- I will keep my passwords private unless I need to share them with a trusted adult.
- I will inform an adult if I see or receive any unpleasant text, images or messages.
- I will not interfere with anyone else's passwords, settings or files on the computer.
- I will be careful when downloading material from the internet or using material I have brought into school because I understand the risks from virus infections.
- Any work I upload to the internet will be my own.
- I know I need permission to take someone's photograph or to video them.
- Any messages I post online or send in an email will be polite and responsible.
- I will not send or forward messages or create material which is deliberately intended to upset other people.
- I know I must take care about giving away my personal information and making contact with people I do not know when using the internet.
- I will only bring my personal devices such as smart watches and mobile phones into school with the consent of my teacher. I will follow the school rules on storage of my devices during the school day.
- I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my online safety.
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may happen even if the activity was done outside school.

Pupil Name: _____

Class: _____

Signature: _____

Date: _____