Acceptable Use Policy and Agreements – 2026-2027

Policy adopted by Governing Body	Autumn 2026
To be reviewed	Autumn 2027
Signed by Head Teacher	S. Morris
Ratified by Governors	24.09.26

A single, simplified document for children/pupils, parents/carers, staff, volunteers and visitors

Review: At least annually, and sooner where safeguarding, legislation, technology or school practice changes.

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1. Basic Acceptable Use Policy

Purpose – This policy sets out the school's expectations for safe, kind, lawful and responsible use of technology. It supports safeguarding, teaching and learning, professional conduct, data protection and the security of school systems.

Scope – It applies to school-provided devices, accounts, systems, internet access and online services. It also applies to personal technology where its use is connected to the school, affects a member of the school community, involves school information, or raises safeguarding, behaviour, confidentiality or professional boundary concern.

Our key expectations

- Technology must be used safely, respectfully, responsibly and lawfully.
- Personal information, passwords and confidential school information must be kept secure and must only be shared through approved routes.
- School filtering and security arrangements must not be bypassed or deliberately defeated.
- Children must be supervised and supported to use technology in an age- and ability-appropriate way.
- Images, audio and video of children must only be taken, stored or shared in accordance with school arrangements and using school-approved equipment or systems unless a specific exception has been agreed.
- Electronic communication with children and families must remain professional, transparent and within clear boundaries.
- Personal accounts, private messaging apps and personal contact details must not be used to communicate with children or families as part of a school role unless formally approved, risk assessed and recorded.
- Copyright and intellectual property must be respected.
- Artificial intelligence (AI) must only be used where the tool and intended use have been approved. Personal, sensitive or confidential information must not be entered into AI tools unless the school has specifically approved the processing.
- AI-generated material must be checked for accuracy, bias, appropriateness, copyright and safeguarding implications. AI must not replace professional judgement or safeguarding decision-making.
- Concerns, mistakes, inappropriate content, suspected misuse, data loss or safeguarding issues must be reported promptly to the appropriate member of staff.

Filtering and monitoring

The school uses filtering and monitoring to help protect children, staff and systems. School-provided devices, accounts, systems and networks may be monitored, including when school systems are used away from school. Monitoring will be proportionate and carried out in accordance with data protection, privacy and human rights requirements. Filtering and monitoring cannot remove every online risk.

Mobile phones and smart technology

The school's expectations for mobile phones and smart technology apply throughout the school day. Children should not use, access, display or check mobile phones or similar smart technology during the school day unless a specific exception or reasonable adjustment has been agreed. Staff, volunteers and visitors must follow the school's arrangements for personal devices and must not use personal devices in front of children unless this has been agreed and is directly connected to their role.

Responding to concerns and breaches

Concerns and breaches will be considered fairly and proportionately under the relevant safeguarding, behaviour, staff conduct, complaints, volunteer/visitor, data protection or disciplinary procedures. Depending on the circumstances, the school may restrict access to devices or systems, contact parents/carers or an employer/agency, seek safeguarding or data protection advice, involve the Local Authority Designated Officer (LADO), or contact the police where appropriate.

2. Child/Pupil Acceptable Use Agreement

We use technology to help us learn, communicate and enjoy school. These rules help keep everyone safe and happy online.

I agree to:

- Be kind and respectful online, just as I am in school.
- Ask an adult before using websites, apps, search engines or online tools if I am unsure what is safe or allowed.
- Keep my name, address, passwords and other personal information private.
- Keep my passwords safe and never share them with friends.
- Only use school devices and accounts for the purpose I have been given them for.
- Only take or share a photo, video, audio recording or message when I have permission and it is safe and appropriate.
- Never use technology to bully, threaten, embarrass, upset or hurt someone.
- Tell a trusted adult if I see something online that worries, frightens, confuses or upsets me.
- If someone I do not know contacts me, or asks to meet me, tell a trusted adult straight away.
- Check information online and remember that not everything on the internet is true.
- Respect other people's work and copyright.
- Only use AI tools when my teacher or another safe adult says it is allowed. I will not put personal information into AI tools or use AI to make fake images, voices, videos or messages about other people.
- Follow the school's rules about mobile phones and smart devices.
- Never try to get around the school's internet filter or security.
- Understand that use of school devices and systems may be monitored to help keep me safe.

If I make a mistake online, I will tell an adult. I understand that if I do not follow these rules, the school may restrict my access to a device or the internet and may contact my parents/carers or take other appropriate action.

Child/Pupil Agreement

I have read and understood these rules and agree to follow them when using school technology and when accessing school systems from home.

Child's name:	
Class:	
Child's signature:	
Parent/Carer name:	
Parent/Carer signature:	
Date:	

3. Parent/Carer Acceptable Use Agreement

Parents/carers play an important part in helping children use technology safely and responsibly.

I understand and agree that:

- My child is expected to use school technology, accounts, devices and internet access safely, kindly, lawfully and responsibly.
- These expectations may also apply to personal technology use where online behaviour affects the safety or wellbeing of a child, member of staff or another person, disrupts the safe operation of the school, or raises a safeguarding or behaviour concern.
- School-provided devices, systems and internet access are appropriately filtered and may be monitored. Monitoring is proportionate and carried out in accordance with relevant data protection and privacy requirements.
- Filtering and monitoring cannot remove every online risk, particularly when children use personal devices, accounts, networks or services outside school.
- I will support the school's expectations regarding mobile phones and smart devices. If my child needs an exception or reasonable adjustment, I will discuss this with the school so that an appropriate arrangement can be agreed and recorded.
- If I need to contact my child during the school day, I will use the school office or another agreed contact route unless an alternative arrangement has been agreed.
- I will support my child to understand expectations concerning online communication, social media, images, recordings, AI and other technology.
- I will model safe, positive and respectful online behaviour and will not create, post or share content that identifies, targets, threatens, bullies, harasses or risks causing harm to a child, family, member of staff or another member of the school community.
- If I have concerns or a complaint, I will use the school's established communication, safeguarding or complaints routes so that it can be properly considered.
- I will report online safety concerns to an appropriate member of staff, such as the class teacher, a Designated Safeguarding Lead (DSL) or the Headteacher.
- I understand that concerns about my child's online behaviour will be considered fairly and proportionately under the relevant school procedures.

Parent/Carer Acknowledgement

I have read and understood the school's Acceptable Use Policy and have discussed the expectations with my child in a way that is appropriate to their age, understanding and needs.

Child's name:	
Class:	
Parent/Carer name:	
Parent/Carer signature:	
Date:	

4. Staff Acceptable Use Agreement

All staff are expected to use technology professionally, lawfully, ethically and responsibly. This agreement applies to school technology and to personal technology where its use relates to the staff member's role or could affect safeguarding, confidentiality, professional boundaries or the reputation of the school.

I agree to:

- Use school-provided or approved equipment, systems and internet services when working with children unless a different arrangement has been formally agreed.
- Keep passwords, authentication information and school devices secure, lock devices when unattended, and report suspected phishing, malware, loss or unauthorised access promptly.
- Only install software, apps, hardware or browser tools where authorised.
- Handle personal, confidential and safeguarding information securely and only through school-approved systems and services.
- Not store school-related sensitive or personal information, including images, files, videos or emails, on personal devices unless specifically authorised.
- Not taking photographs or recordings of children on personal devices. Images and recordings must follow the school's image-use arrangements and approved equipment/systems.
- Follow school filtering and monitoring arrangements and report inappropriate, harmful or illegal content or any filtering/monitoring failure to the appropriate safeguarding and/or IT contact.
- Use AI only where the tool, purpose and use have been approved. I will not enter personal, sensitive, confidential, safeguarding, assessment or other protected information, or images of identifiable people, into an AI tool unless the school has specifically approved the processing and any required safeguards are in place.
- Check AI-generated content for accuracy, bias, appropriateness, copyright and safeguarding implications. I will not use AI as a substitute for professional judgement or safeguarding decision-making.
- Not use AI note-takers, transcription tools, recording bots or automated meeting-summary tools in meetings, lessons, supervision, training or professional discussions unless specifically authorised.
- Use mobile phones and smart devices in a way that is compatible with my professional role and does not interfere with supervision, safeguarding, confidentiality or professional boundaries.
- Keep electronic communication with children and families professional, transparent and open to scrutiny. I will use school-approved communication channels.
- Not use personal email addresses, personal phone numbers, private messaging apps, personal social media or gaming accounts to communicate with children or families as part of my role unless this has been formally approved, risk assessed and recorded.
- Not sharing information about children, families, staff or school business on social media or other personal online spaces.
- Respect copyright and intellectual property.
- Report concerns about children or parents/carers online to the DSL, and concerns about staff conduct to the Headteacher, in line with school procedures.
- Report any breach or concern involving online contact, devices, images, recordings, social media, AI, confidentiality, data protection or professional boundaries without delay, even where the incident appears minor or accidental.
- Seek advice from the DSL and/or Headteacher if I am unsure whether a use of technology or online communication is appropriate.

Monitoring and compliance

I understand that the school may monitor the use of school-provided devices, systems and networks, including school-provided internet access, to help protect children and staff and to check compliance. Monitoring will be proportionate and carried out in accordance with data protection, privacy and human rights requirements.

I understand that breaches may be dealt with under relevant safeguarding, staff behaviour, low-level concerns, allegations, data protection and disciplinary procedures. Where appropriate, the school may seek advice from the DPO/data protection lead, LADO or police.

Staff Agreement

I have read, understood and agree to comply with the Ryarsh Primary School Acceptable Use Policy and this Staff Acceptable Use Agreement when using technology in or connected with my role.

Name:	
Role:	
Signature:	
Date:	

5. Volunteer/Visitor Acceptable Use Agreement

This agreement applies to volunteers, regular visitors and other adults using technology while on site or acting in a role connected with Ryarsh Primary School.

I agree to:

- Use technology safely, lawfully and responsibly and follow school safeguarding and conduct expectations.
- Not access, create or share illegal, harmful, inappropriate or offensive material.
- Only access personal, confidential or safeguarding information where it is necessary for my agreed role and authorised by the school.
- Not copy, download, photograph, record, forward or share school information unless authorised.
- Not take, use, store or share images or recordings of children for personal use. Any authorised images or recordings must follow the school's arrangements.
- Not record, livestream, transcribe or use AI note-taking or meeting-summary tools during school activities unless specifically authorised.
- Follow the school's arrangements for mobile phones and smart devices. I will not use my own device in front of children unless this has been agreed and is directly connected to my role.
- Keep online communication with children, families and staff within clear professional boundaries and use school-approved communication channels where communication is required for my role.
- Not use personal social media, private messaging apps, personal email addresses or personal phone numbers to contact children or their families as part of my role unless formally approved.
- Not post, comment on or share information, images, recordings or details about children, families, staff, incidents or school activities online.
- Report any safeguarding, technology, image, confidentiality, data protection or professional-boundary concern promptly to the DSL and/or Headteacher.
- Ask the DSL or Headteacher if I am unsure whether a particular use of technology is appropriate.

Volunteer/Visitor Agreement

I have read and understood these expectations and agree to comply with them while visiting, volunteering or otherwise carrying out an activity connected with Ryarsh Primary School.

Name:	
Role/organisation (if applicable):	
Signature:	
Date:	

6. Quick Reference: Reporting and Support

If something goes wrong, or you are unsure about safe use of technology, report it rather than trying to deal with it alone.

- Child/Pupil: tell a trusted adult, teacher or other member of staff.
- Parent/Carer: contact the class teacher, a Designated Safeguarding Lead (DSL) or the Headteacher.
- Staff: contact the DSL and/or Headteacher; involve the DPO/data protection lead where personal or confidential data may be involved.
- Volunteers/Visitors: contact the DSL and/or Headteacher.

Important: This document is intended to provide clear, practical expectations. It does not replace the school's safeguarding, behaviour, staff conduct, data protection, complaints or other relevant policies.

Document control

School	Ryarsh Primary School
Document	Acceptable Use of Technology Policy & Agreements
Version	2026–2027
Review	At least annually, and sooner if significant changes occur