



St Leonard's C of E (A) Primary School

Acceptable Use Policy

Date written: **February 2026**

Date for review: **February 2027**

Reviewed by: Louise Lowe

Headteacher: Kirsty Cullen

Acceptable Use Agreement

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. The Acceptable Use Policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff and pupils are expected to sign to say they have read this policy and adhere at all times to its contents, as well as the key points restated below. Any concerns or clarification should be discussed with Louise Lowe or Kirsty Cullen.

KS1 Acceptable Use Policy (Ages 5–7)

Using Computers and the Internet

I promise to:

- ✓ Use computers and tablets for my learning
- ✓ Only go on the internet when an adult says I can
- ✓ Tell a teacher or trusted adult if I see something that worries me

Being Kind Online

I promise to:

- ✓ Be kind and polite to others
- ✓ Not say or send anything that could hurt someone's feelings
- ✓ Ask before taking or sharing photos

Keeping Safe

I promise to:

- ✓ Keep my personal information safe (like my name, address, or school)
- ✓ Not talk to people I don't know online
- ✓ Tell an adult if anything makes me feel unsafe

Looking After Equipment

I promise to:

- ✓ Use school devices carefully
- ✓ Follow my teacher's instructions
- ✓ Tell an adult if something is broken

Staying Safe – Important

- The school uses filtering and monitoring to help keep me safe
- Adults may check what I am doing on the computer

My Promise

I understand these rules help keep me safe.

Name: _____

Signature: _____

Date: _____

KS2 Acceptable Use Policy (Ages 7–11)

1. Using Technology Responsibly

I will:

- Use school devices for learning and approved activities
- Follow staff instructions
- Understand that my activity may be monitored for safety

2. Staying Safe Online

I will:

- Keep personal information private (name, address, passwords, school)
- Not share passwords (except with trusted adults if needed)
- Not communicate with strangers
- Report anything that makes me feel unsafe or uncomfortable

3. Online Behaviour and Respect

I will:

- Be respectful and kind online
- Not send or post harmful or inappropriate content
- Respect others' work and privacy
- Ask permission before sharing images or videos

4. Safeguarding and Reporting

- I will report any concerns to a trusted adult immediately
- I understand the school takes safeguarding seriously
- I know online safety is part of keeping children safe

5. Filtering, Monitoring and Security

- The school uses systems to filter and monitor internet use
- I will not try to bypass these systems
- I understand my activity may be checked

6. Looking After Equipment

I will:

- Use devices responsibly
- Not change settings or install apps without permission
- Report any damage immediately

7. Unacceptable Use

I will not:

- Access inappropriate content

- Use technology to bully or harm others
- Try to bypass security systems
- Share personal or sensitive information

8. Consequences

Failure to follow this policy may result in:

- Loss of access to technology
- Parents/carers being informed
- Action in line with school behaviour and safeguarding policies

9. Agreement

Pupil Name: _____

Signature: _____

Date: _____

Parent/Carer Name: _____

Signature: _____

Staff Responsibilities (KCSIE-Aligned)

All staff have a responsibility to safeguard and promote the welfare of children, including online safety, in line with statutory guidance.

1. Safeguarding Duty

Staff will:

- Recognise that online safety is a key part of safeguarding
- Follow the school's safeguarding and child protection policies
- Report any concerns immediately to the Designated Safeguarding Lead (DSL)
- Be aware of risks such as cyberbullying, online grooming, and exposure to harmful content

2. Supervision and Monitoring

Staff will:

- Supervise pupils when using technology
- Ensure pupils are accessing appropriate content
- Make use of the school's filtering and monitoring systems
- Intervene promptly if unsafe or inappropriate behaviour is identified

3. Teaching Online Safety

Staff will:

- Deliver age-appropriate online safety education as part of the curriculum
- Reinforce safe and responsible use of technology
- Encourage pupils to report concerns and support them in doing so

4. Professional Conduct

Staff will:

- Model safe, responsible, and professional use of technology
- Use school systems appropriately and securely
- Maintain appropriate boundaries with pupils, including online communication
- Not use personal devices or accounts to contact pupils

5. Data Protection and Security

Staff will:

- Protect personal and sensitive data in line with UK GDPR and school policies
- Use strong passwords and keep them secure
- Lock devices when unattended
- Report any data breaches or security concerns immediately

6. Use of Equipment and Systems

Staff will:

- Use school equipment for professional purposes
- Not install unauthorised software
- Follow school policies on acceptable use and IT security

7. Responding to Incidents

Staff will:

- Record and report online safety incidents in line with school procedures
- Support pupils affected by online safety issues
- Work with safeguarding leads and external agencies where appropriate

8. Agreement

I understand my responsibilities to safeguard pupils, including online safety, and agree to follow this Acceptable Use Policy.

Staff Name: _____

Signature: _____

Date: _____