

Acceptable Use Policy

January 2026

St. Saviour's Church of England Junior School



St Saviour's Church of England Junior School

Policy: Acceptable Use of Technology

Review Period: 1 year

Ratified by January 2026

Governing Body:

Date of next review: January 2027

Christian Vision

St. Saviour's fosters a strong sense of community and belonging. We instil a sense of calmness within our school environment, just as Jesus calmed the storm, which we believe extends into the wider community. Our progressive curriculum exposes children to new experiences which gives every child the opportunity to achieve their potential. Through these principles, we seek to create an inclusive and supportive space where all individuals feel valued and journey with us through the storm and calm of life.

Christian Values

Christian values inform our actions and thoughts on a daily basis.

Community, Consideration, Courage

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

How is this policy a reflection of our vision and values?

We want all children to achieve their full potential and to do this they must be safe. As a Christian community we must model the highest standards of behaviour in order to foster a calm learning environment for children. Our Christian value of Consideration should remind us to ensure the use of technology by all members of our community does not adversely impact the care or learning of our children.

Use of Artificial Intelligence

Kent County Council recognises that generative artificial intelligence (AI) tools may have many uses which could benefit education settings community. However, it is important to recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material, and additionally its use can pose moral, ethical and legal concerns.

This template does not fully reflect the use of AI as individual education leaders will need to make informed decisions regarding whether and how AI is used/permitted within their community. Where settings do permit use, we recommend these templates are adapted to reflect your specific expectations for use by staff and pupils/students as appropriate.

Leaders may need/wish to refer to use of AI in their child protection policy and other relevant curriculum-based policies according to leadership decisions in relation to the use (or not) of AI tools. The following links may also provide further information for leaders to consider:

- [Generative artificial intelligence \(AI\) in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/generative-artificial-intelligence-ai-in-education)
- [Data protection in schools - Artificial intelligence \(AI\) and data protection in schools - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/data-protection-in-schools-artificial-intelligence-ai-and-data-protection-in-schools-guidance)
- [Artificial Intelligence and Online Safety | SWGfL](#)
- [Using artificial intelligence \(AI\) safely | Internet Matters](#)

Disclaimer

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Key Stage 2 (7-11)

I understand that the St. Saviour's Church of England Primary School Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will behave online the same way as I behave in the classroom.
- I will only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I will only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.
- I will not share passwords or device passcodes with anyone other than my parents or carers

Learning

- In Year 5 or 6, if I bring my mobile phone to school, this will be with the written permission of my parents or carers. I will switch off my phone when I go into school and give it to my class teacher. When I am given my phone at the end of the day, I will not switch it on or use it until I am off the school site.
- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will use St. Saviour's devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote/online learning AUP.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I will always credit the person or source that created any work, images, or text I use.

Responsible

- I will keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

Tell

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will place the device (if handheld) on a desk, screen facing down (so

others do not see anything inappropriate) and inform an adult immediately. I will not close the browser or switch off the device.

- If I am aware of anyone being unsafe with technology, I will report it to an adult at school.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind online.
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

Understand

- I understand that the St. Saviour's internet filter is there to protect me, and I will not try to bypass it.
- I know that all school-owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and/or networks if they are concerned about my or anyone else's safety or behaviour. I know that internet searches and pages viewed are checked at least once per week.
- I have read and talked about these rules with my parents/carers.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these, I should report it to a teacher or adult in school, or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable, and it sometimes needs checking.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.

- **I know that if I do not follow the school rules then:**
 - I may not be able to bring my mobile phone to school and I may only be allowed to use devices if am closely supervised by an adult. I know that my parents will be informed if I do not use devices appropriately.

Pupil Acceptable Use Policy Agreement Form

St. Saviour's Church of England Primary School Acceptable Use of Technology Policy – Pupil Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP when:

1. I use school devices and systems such as IPADS, laptops or desktop computers
2. I will not use my mobile phone in school
3. When I use my own devices at home I remember to be considerate and safe

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use St. Saviour's Church of England Junior School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand St. Saviour's Church of England Junior School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that St. Saviour's Church of England Junior School systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within St. Saviour's Church of England Junior School professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that St. Saviour's Church of England Junior School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school Child Protection and Online Safety Policy, staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with pupils. The exception to this would be the limited use of personal mobile telephone if on a school trip / residential if I need to contact school or another staff member. Parents / carers should not be

called from personal mobile phones. I will not allow a child to use or view anything on my personal mobile phone.

5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed; this use at the school discretion and can be revoked at any time. Such personal use must be in line with our Child Protection and Online Safety policies and our Christian Values. If I am not sure whether an intended personal use of a school device is appropriate or not, I will check with the headteacher.

Data and system security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters and is only used on one system.
 - I will protect the devices in my care from unapproved access or theft, I will not leave my school laptop unaccompanied in a car. I will take reasonable steps to keep my school device safe in my home such as closing and locking downstairs or unoccupied room windows and double-locking any doors to the property if the house is to be left unoccupied
7. I will respect school system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the the HT and SNS staff.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the HT and SNS staff.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
 - Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the school HT and SNS staff prior to use to ensure it is safe and legal.

11. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones.
12. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
13. I will ensure that school-owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the headteacher as soon as possible.
16. If I have lost any school related documents or files, I will report this to the headteacher as soon as possible.
17. Any images or videos of pupils will only be used as stated in the school camera and image use policy, found on the school website. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent/carers have given explicit written consent.

Classroom practice

18. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by St. Saviour's as detailed in Child Protection or Online Safety Policies, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
19. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the Headteacher (lead DSL) in line with the school's Child Protection and Online Safety policies.
20. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that the use of AI as part of our education/curriculum approaches is permitted by staff and pupils but only if it complies with our safeguarding policies and Christian values.

- Any misuse of AI will be responded to in line with relevant school policies.
21. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
 - creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
 - involving the Designated Safeguarding Lead (DSL) (Nick Bonell) or deputies (John Arnold, Suzy Tiley, Sharon Theobald-Grainger) as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
 - Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
 - make informed decisions to ensure any online safety resources used with pupils is appropriate.
22. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Mobile devices and smart technology

23. I have read and understood the school mobile and smart technology and social media policies which addresses use by pupils and staff.
24. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the Staff Code of Conduct and the school mobile technology policy and the law.

Online communication, including use of social media

25. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the Child Protection and Online Safety Policy, Staff Code of Conduct and the law.
26. As outlined in the Staff Code of Conduct
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
 - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.

27. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address or telephone number.
 - I will not share any personal contact information or details with pupils, such as my personal email address or phone number.
 - I will not add or accept friend requests or communications on personal social media with current or past pupils and/or their parents/carers unless there is a previous connection. If I have existing friendships with families who have joined the school, I will make the headteacher aware of this and be mindful that I do not share any confidential, operational or sensitive information.
 - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and Nick Bonell, Designated Safeguarding Lead (DSL).
 - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or headteacher.

Policy concerns

28. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
29. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
31. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.
32. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with school child protection policy and/or the Managing Allegations Against Staff Policy.

Policy Compliance and Breaches

33. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the headteacher (who is the lead DSL).

- 34. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- 35. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the Staff Code of Conduct.
- 36. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school/setting may invoke its disciplinary procedures as outlined in the Staff Code of Conduct.
- 37. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with St. Saviour’s Church of England Junior School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help St. Saviour's Church of England Junior School ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within St. Saviour's Church of England professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that St. Saviour's Church of England Junior School AUP should be read and followed in line with the school Staff Code of Conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Data and image use

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR.
8. I understand that I am not allowed to take images or videos of pupils.

Classroom practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils.

10. I will support and reinforce safe behaviour whenever technology is used on site, and I will promote online safety with the pupils in my care.
11. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the Headteacher, in line with the school's Child Protection and Online Safety policies.
12. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Use of mobile devices and smart technology

13. In line with the school mobile and smart technology policy, I understand that I may not use my mobile phone or tablet in view of children. Use of devices is limited to no child areas or where children are not present. I understand that I may not add confidential, sensitive or inappropriate content or opinions about the school, its staff, governors or pupils to social media.

Online communication, including the use of social media

14. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the Online Safety Policy.
 - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the Staff Code of Conduct and the law.
15. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
 - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
 - Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL / headteacher.

Policy compliance, breaches or concerns

16. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (Nick Bonell HT).
17. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
18. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead (Nick Bonell) in line with the school Child Protection Policy.
19. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy. This includes low level concerns which may not be proveable or proven
20. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
21. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with St. Saviour's Church of England Junior School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....