CUBITT TOWN PRIMARY SCHOOL

Acceptable Use of ICT Policy

Every child grows • Every voice matters • Every day counts

This policy applies to staff, pupils, parents and carers, governors, volunteers and visitors

Date agreed	Autumn 2027
Review	Autumn 2027, alongside our Online Safety Policy
Computing / online safety lead	Shehan Wijayaratne

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1. Our vision and values

At Cubitt Town Primary School, **together we strive for excellence**. Technology helps our children learn, create and connect, and we want every member of our community to use it safely, kindly and responsibly. This policy should be read alongside our **Online Safety Policy** and **Safeguarding and Child Protection Policy**.

Every child grows	Every voice matters	Every day counts
Children learn, step by step, to use technology safely and well, and to think carefully about what they see online.	Children know they can tell a trusted adult, use a worry box or Toot Toot if something online worries them.	We follow our acceptable use agreements every time we use technology, in school and at home.

Our 6C values apply online too: **care** for yourself and others; **communicate** kindly; **collaborate** safely; be **curious** but check whether things are true; **challenge** unkind or unsafe behaviour; and show **commitment** by following these agreements.

2. Why is internet use important?

- Internet use in school helps to raise standards, promote pupil achievement, support the professional work of staff and improve the school's management.
- The internet is part of everyday life for learning, work and social interaction, and the school has a duty to give pupils quality internet access as part of their learning.
- Our pupils use the internet widely outside school, and need to learn how to judge online information and keep themselves safe.

3. Principles for safe use of the internet

- Access is appropriate to the curriculum and to pupils' ages.
- Staff guide pupils to online activities that support the planned learning, and supervise them whenever they use technology.
- Pupils are taught to search effectively, to judge whether information is true and reliable, and what is and is not acceptable online – including misinformation and content made by AI.
- Pupils agree to the age-appropriate acceptable use agreement for their key stage (see the appendices), and it is displayed in every classroom.
- Anti-virus and security software is kept up to date, and the security of school systems is reviewed regularly. Staff use strong passwords and multi-factor authentication where available.
- USB sticks and other portable storage may only be used with permission and after a virus check.
- The school takes all reasonable precautions to make sure users only access appropriate material. However, because of the global nature of the internet, it is not possible to guarantee that unsuitable material will never be seen on a school device.

4. Email and communication

- Staff use only their school Google Workspace email account for school business, and never use personal email accounts for professional purposes.
- Staff only open attachments and links from known and trusted senders, and report suspected phishing emails to IT support (Connetix) .

- Staff communicate with parents and carers through Class Dojo, school email or the school office, and never through personal accounts or personal phone numbers.
- Pupils do not have school email accounts .Where pupils use online learning platforms such as Google Classroom, they use school accounts only.

5. Pupils' images and work

- Images of pupils are chosen carefully and taken on **school devices only**.
- Pupils' full names are never used on the website or social media, especially alongside photographs.
- Parents and carers are asked for consent when their child joins the school, and staff check consent before using any image.
- Pupils' work is only published with parental consent.

6. Social media

- Social networking sites are blocked for pupils on school systems.
- Pupils are taught never to give out personal details that could identify them or where they are – such as their full name, address, phone number, school, email address or friends' names – and to think about background details in photos.
- Pupils are taught about privacy settings, blocking unwanted contact, only connecting with people they know in real life, and the minimum age limits for social media.
- Staff never contact or befriend pupils on social media, and use strict privacy settings on their own accounts.

7. Filtering and monitoring

- Our internet is provided by LGFL with filtering appropriate to pupils' age.
- School devices and networks are monitored. All users are told that their use is monitored.
- If anyone finds an unsuitable website, they must report it straight away to a member of staff, who will tell IT support / the online safety lead and, if it is a safeguarding concern, a DSL.
- Filtering and monitoring are reviewed at least once a year, as set out in our Online Safety Policy.

8. Mobile phones and personal devices

- Pupils may not use mobile phones or smart watches with cameras or messaging during the school day; any phone brought to school is handed in at the start of the day.
- Staff keep personal phones on silent and away from children, and **never** use personal phones, tablets or cameras to take photos or videos of pupils.
- Visitors, volunteers and contractors keep phones away around children and never take photos without the Headteacher's permission.

9. Protecting personal data

- Personal data is recorded, processed, shared and stored in line with the **Data Protection Act 2018 and UK GDPR**, and our Data Protection Policy.
- Pupil and staff data is never stored on personal devices or sent through personal email.
- When staff and pupils leave the school, their accounts are closed or transferred.

10. Concerns, misuse and cyberbullying

- Any online safety concern about a child is recorded on **CPOMS** and reported to a Designated Safeguarding Lead the same day, in line with our Safeguarding and Child Protection Policy.
- Any concern about a member of staff's use of technology is reported to the Headteacher (or the Chair of Governors if it concerns the Headteacher).
- Cyberbullying, like all bullying, is not tolerated and is dealt with under our Anti-bullying Policy and Behaviour Regulation Policy, using our restorative approach.
- We are sensitive to online issues pupils experience outside school, such as gaming and social media, and offer advice to children and families.

11. Introducing this policy

To pupils

- Our online safety curriculum teaches safe and responsible use of the internet from the Early Years to Year 6.
- Each class discusses and agrees its acceptable use agreement at the start of the year, and it is displayed in the classroom.
- Pupils are reminded regularly about safe and responsible use, with extra support for pupils who may be more vulnerable, including those with SEND.

To staff

- All staff read and sign the Staff Acceptable Use Agreement (Appendix A) when they start, and are reminded of it each year.
- Staff know that internet use can be monitored and traced to the individual user, so discretion and professional conduct are essential.
- Staff receive training in safe and responsible use of technology, both professionally and personally.

12. Artificial intelligence (AI)

AI tools offer exciting opportunities for learning and for reducing staff workload. To use them safely and responsibly, we follow the DfE guidance on generative AI in education:

- Staff only use school-approved AI tools for school work.
- Staff never enter personal or sensitive information about pupils, families or staff into AI tools.
- Staff check any AI-generated content for accuracy, bias and suitability before using it, and remain responsible for their professional judgements.
- Pupils only use AI tools that have been approved for their age, under adult supervision, and are taught that AI can make mistakes and can be used to create fake images and information.
- The school monitors the use of AI tools to make sure they are used safely.

Appendix A: Staff Acceptable Use Agreement

We are committed to using technology in the most effective and appropriate way, for the benefit of our pupils, staff and community. As an organisation responsible for safeguarding children, all staff must protect data and information systems from unauthorised access, damage, loss and misuse, and use school systems professionally, lawfully and ethically.

The school may monitor the use of its information systems, including internet access and email, to check that this agreement is being followed. Where misuse is suspected, the school may take action under its disciplinary procedure.

General use

- I will only use the school's technology and systems for professional purposes, or for uses judged reasonable by the Headteacher and Governing Body.
- I understand that any device loaned to me by the school is to support my professional role.

Accessing systems

- I will not share my passwords or write them where they could be found, and I will use multi-factor authentication where available.
- If my password may have been compromised, I will change it straight away. I will not use anyone else's login.
- I will not allow unauthorised people to access school systems, and I will lock my screen when I leave my device.

Data protection

- I will keep all pupil and staff information confidential, in line with the Data Protection Policy, except where the law requires me to share it (for example, for safeguarding).
- I will only store and move personal data using school-approved, secure systems, and never on personal devices or personal cloud storage.

Keeping children safe

- I will teach online safety as part of my teaching, including how to deal with cyberbullying.
- I will be alert to online safety risks and report any concern the same day on CPOMS and to a DSL.

Digital images

- I will only take photos or videos of pupils on school devices, and store them on school systems.
- I will not photograph or film any pupil without consent, and I will follow the school's guidance on using images.

Communication

- I will only use school-approved systems (school email, Class Dojo,Google Classroom to communicate with pupils or parents, and only about school matters.
- I will not give my personal phone number, email or social media details to pupils or parents.

Inappropriate material

- I will not browse, download or send material that could be offensive – including pornographic, hateful, racist, sexist, abusive, extremist or discriminatory content.
- I will report any accidental access to inappropriate material, or any filtering problem, to IT support and, if relevant, a DSL.

- I understand that internet and network use is logged and may be checked.

Copyright, security and software

- I will respect copyright and not publish or share material I do not have permission to use.
- I will not connect personal devices or USB sticks to the school network without permission, and I will not install unlicensed or unapproved software.

Social media and online conduct

- I will not do anything online that could compromise my professional role or bring the school into disrepute.
- I will not contact or befriend pupils on social media, and I will keep my personal accounts private and separate from my professional role.

Artificial intelligence

- I will only use school-approved AI tools, and never enter personal or sensitive information about anyone into them.
- I will check any AI-generated content before using it.

I have read and understood this agreement and agree to follow it.

Name	
Role	
Signature	
Date	

Appendix B: Key Stage 2 Acceptable Use Agreement

To help me stay safe online and on the computer…

★ I will ask permission before using the internet, and use it for my learning.

★ I will never share my personal details – like my full name, address, school or photos – with people I don't know.

★ I will keep my passwords secret.

★ I will never agree to meet someone I have only met online.

★ I will check my messages are kind and polite before I send them. (Care, Communication)

★ If someone sends me something unkind, I won't reply – I will save it and show a trusted adult.

★ I will not open or download files unless an adult says it is safe.

★ I will not believe everything I see online, including things made by AI – I will check. (Curiosity)

★ I will always tell an adult, use a worry box or Toot Toot if something online worries me or my friends.

My name: _____ Class: _____ Date: _____

Appendix C: Key Stage 1 Acceptable Use Agreement

To help me stay safe online and on the computer…

★ I will only use a computer or tablet when an adult says I can.

★ I will keep my password safe and not share it.

★ I will be kind and polite online.

★ I will tell an adult if I see something that makes me feel worried or unhappy.

My name: _____ Class: _____

Appendix D: Early Years Acceptable Use Agreement

To help me stay safe online and on the computer…

★ I will only use a computer or tablet when an adult says I can.

★ I will tell an adult if I see something that makes me feel sad or worried.

My name: _____

Appendix E: Letter to parents and carers

Dear Parents and Carers,

Using the internet at Cubitt Town Primary School

At Cubitt Town, we believe that using the internet is an important part of your child's learning. It gives children access to a huge range of learning resources and is part of teaching and learning across the curriculum.

We have clear rules to make sure internet use at school is as safe as possible:

- We use an approved internet provider, with a filtering system that blocks inappropriate material, and we monitor how school devices are used.
- Children are always supervised when they use the internet, and are taught how to stay safe online.
- Our Online Safety Policy and this Acceptable Use Policy are available on our website or from the school office.

Please read the acceptable use agreement your child has been asked to follow, and talk about it with them at home. If the rules are not followed, your child's access to the internet at school may be restricted.

Although we take every reasonable step to stop children accessing inappropriate material, the school cannot be held responsible for the nature or content of material accessed through the internet.

We know you may have concerns about how your child uses the internet at home. We are happy to share advice and resources – please speak to your child's class teacher or our computing / online safety lead, Mr Wijayaratne or look out for our online safety workshops and tips on Class Dojo.

Please complete and return the form overleaf.

Yours sincerely,

Robyn Bruce
Headteacher

Appendix F: Parent and carer agreement

Please complete, sign and return to the school office.

Pupil name	
Class	

Internet access

I have read the school's acceptable use agreement for my child's key stage and talked about it with my child. I give permission for my child to use the internet at school. I understand that the school takes all reasonable precautions to stop pupils accessing inappropriate material, but cannot be held responsible for the nature or content of material accessed through the internet.

Supporting online safety at home

I will support the school by talking with my child about staying safe online, respecting age limits on apps and games, and not posting photos or comments about other children, families or staff on social media.

(Consent for the use of your child's photographs is collected separately on our image consent form.)

Parent/carer name	
Signature	
Date	