



## Squirrel Hayes First School

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Policy Owner Signature	Mrs Harris	Mrs Harris	Mrs Harris Mrs J-Allen	Mrs J-Allen	Helen Johnson Allen	Miss R Mahan	Mrs R Percival	Mrs R Percival	Mrs R Percival	Mrs R Percival	Mrs R Percival
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Chair of Gobs/Committee Signature											
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# Acceptable Use Policy



### Squirrel Hayes First School Acceptable Use Policy

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

## Introduction

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. Acceptable Use Policies will be displayed in all classrooms and the library.

This policy applies to all members of the school community (including staff, students, volunteers, parents/carers and visitors) who have access to and are users of the school's ICT systems, both in and out of our setting.

Our staff are empowered, to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and to impose disciplinary penalties for inappropriate behaviour.

This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of the school building, but is still linked to membership of the school. The school will deal with such incidents within this policy and associated behaviour and inappropriate e-safety behaviour that take place out of school.

## Policy Statement

All Learners, Staff, Volunteers, Governors and Parents/Carers will be made aware of this policy in order to ensure:

- That Learners, Staff, Volunteers and Governors will be responsible users and stay safe while using the internet and other digital technologies.
- That Learners, Staff, Volunteers and Governors are protected from potential risk in their use of technology in their everyday work / learning.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That Parents and Carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

### Acceptable Use Policy Agreement for Foundation / Key Stage 1

This is how we stay safe when we use computers / tablets:

- I will tell an adult if something online upsets me, worries me, or looks wrong.
- I will only take photos or videos in class if my teacher says it's OK.

- ☆ I will be kind online and in games.
- ☆ I will only use the apps and websites my teacher says are OK.
- ☆ I will tell an adult if something online upsets me, worries me, or looks wrong.
- ☆ I will ask my teacher or responsible adult if I want to use the computer / tablet or chromebook.
- ☆ I will only use activities and only open pages that my teacher or responsible adult has told or allowed me to use.
- ☆ I will take care of the computer and other equipment.
- ☆ I will ask for help from my teacher or responsible adult if I am not sure of what to do or if I think I have done something wrong.
- ☆ I will always keep my passwords a secret
- ☆ I will only work with people I know in real life
- ☆ I will tell my teacher if anything makes me feel scared, upset or uncomfortable
- ☆ I will make sure all messages I send are polite
- ☆ I will show my teacher if I get a nasty message
- ☆ I will not reply to any nasty message or anything which makes me feel uncomfortable
- ☆ I will not give my mobile phone number to anyone who is not a friend in real life
- ☆ I will only email people I know or if my teacher agrees
- ☆ I will only use my school email
- ☆ I will talk to my teacher before using anything on the internet

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- ☆ I will not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- ☆ I will not load photographs of myself onto the computer
- ☆ I will never agree to meet a stranger
- ☆ I know that if I break the rules I might not be allowed to use a computer /tablet.
- ☆ I will use SMART rules to keep myself safe (Appendix 1)

**I understand that anything I do on the computer may be seen by someone else. I have read and understand the Acceptable Use Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.**

Signed (child): \_\_\_\_\_ PRINT (child): \_\_\_\_\_ DATE: \_\_\_\_\_

Signed (parent): \_\_\_\_\_ PRINT (parent): \_\_\_\_\_ DATE: \_\_\_\_\_

**Acceptable Use Policy Agreement for Key Stage 2****Learning & Behaviour**

- 1) I will use school devices, platforms and my online account for learning only and follow staff instructions.
- 2) I will be kind and respectful when I message, post, or share, and I will not cyberbully or say unkind things.

**Privacy & Security**

- 3) I will keep my passwords secret and never log in as someone else.
- 4) I will not share personal information (like my full name, address, school, phone number or photos) unless a trusted adult says it's safe.

**Content & Contact**

- 5) I will only visit age-appropriate sites and use approved tools. If I see something upsetting or worrying, I will:
  - Stop using the device,
  - Turn the screen away if I can,
  - Tell a trusted adult immediately.
- 6) I will not download files, copy work from the internet without permission, or use AI tools to pretend work is my own.
  - ☆ I will tell a responsible adult straight away if anything makes me feel scared or uncomfortable online.
  - ☆ I will make sure all messages I send are respectful.
  - ☆ I will show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable or upset.
  - ☆ I will use SMART rules to keep my safe (Appendix 1)

**Images, Video & Devices**

- 7) I will only take or share photos/videos in school when a teacher says it's OK and only of people who agree.
- 8) I will look after devices, report damage, and never try to change settings or bypass filters.

**Out of School**

- 9) I understand these rules help keep me safe at home too. If something happens online outside school that affects school life, I will talk to an adult.

**Consequences**

- 10) If I break these rules, I may lose access to devices, my parents/carers will be informed, and the school may take further action if needed.

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**I know that once I post a message or an item on the internet then it is completely out of my control. I know that anything I write or say or any website that I visit may be being viewed by a responsible adult.**

**I have read and understand the Acceptable Use Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.**

Signed (child): \_\_\_\_\_ PRINT (child): \_\_\_\_\_ DATE: \_\_\_\_\_

Signed (parent): \_\_\_\_\_ PRINT (parent): \_\_\_\_\_ DATE: \_\_\_\_\_

**Parents and Carers Acceptable Use Policy Agreement**

The school will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. Please ensure you have the Acceptable Use Agreements outlined in this policy that apply to your child(ren) to ensure you are aware of the school expectations of the young people in their care.

Parents and Carers are requested to sign the permission form below to show their support of the school in this important aspect of the schools work. Parents and Carers of children in the Early Years Foundation Stage are able to sign the Acceptable Use Agreement on their child's behalf.

**Parents and Carers Acceptable Use Permission Form**

Parent / Carers Name: \_\_\_\_\_

Learners Name: \_\_\_\_\_

As the parent/carer of the above learner, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Either: (Foundation and Key Stage 1)

*I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.*

or: (Key Stage 2)

*I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet - both in and out of school.*

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

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**SQUIRREL HAYES FIRST SCHOOL: Acceptable Use Policy Nov 2025 (UNCLASSIFIED)***What we ask of parents/carers*

- 1) Talk regularly with your child about online activities; set age-appropriate rules (screen time, apps, games, and privacy).
- 2) Supervise online use at home; use parental controls where appropriate; keep devices in shared spaces when possible.
- 3) Check that apps, games, and media are age-appropriate (e.g., PEGI/BBFC ratings) and discuss in-app purchases and advertising.
- 4) Model respectful behaviour online; do not post images/names of other pupils or staff on social media without permission.
- 5) Use school-approved channels to contact staff; avoid messaging staff on personal accounts.
- 6) Follow school consent processes for photos/videos and inform the school if your preferences change.
- 7) Encourage your child to tell a trusted adult (you or school) if they see upsetting or worrying content or receive unkind messages.
- 8) Support the school if action is needed (e.g., removing posts, adjusting privacy settings, or limiting app access).
- 9) Ensure your child understands they must not use AI or internet tools to submit work that is not their own, and that they should treat online information critically.
- 10) Inform the school promptly of any significant online incidents that may affect your child or others (including outside school hours)

**Signed:****Date:****Please print name:****(adult with Parental Responsibility)**

As we are collecting personal data by issuing this form, we should inform you as to:

Who will have access to this form: School staff only.	Where this form will be stored: On your child's Pupil Record File.
How long this form will be stored for: Retained by Squirrel Hayes First School whilst the child remains in the school. The form will follow the learner when he/she leaves the primary school.	How this form will be destroyed: Secure Disposal.

**Acceptable Use Policy for Adults Working with Young People**

I understand that I must use the school systems in a responsible way, to ensure there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

- ☆ I understand that the school will monitor the use of the school digital technology and communication systems.
- ☆ I understand that the rules set out in this agreement also apply to use of these technologies out of school, and to the transfer of personal data (digital or paper based) out of school.

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**SQUIRREL HAYES FIRST SCHOOL: Acceptable Use Policy Nov 2025 (UNCLASSIFIED)**

- ☆ I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school in the Internet and e-mail policy.
- ☆ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- ☆ I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of to the appropriate person.
- ☆ I will be professional in my communications and actions when using school ICT systems.
- ☆ I will use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for learners and colleagues.
- ☆ I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- ☆ I will communicate with others in a professional manner; I will not use aggressive or inappropriate language.
- ☆ I will ensure that I only use learner's images or work when approved by parents and in a way that will not enable individual pupils to be identified as set out in the school's Image & Photography Policy.
- ☆ I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- ☆ I will not engage in any online activity that may compromise my professional responsibilities.
- ☆ When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- ☆ I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- ☆ I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- ☆ I will not try to or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not access, make, post, download, upload, pass on, remark, comment on any materials that contain or relate to:
  - Pornography (including child pornography)
  - Promoting discrimination of any kind
  - Promoting violence or bullying
  - Promoting racial or religious hatred
  - Promoting illegal acts
  - Breach any Local Authority/School policies, e.g. gambling
  - Do anything which exposes children to danger
  - Any other information which may be offensive to others
  - Forward chain letters
  - Breach copyright law
  - Use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
  - Store images or files off site without permission from the head teacher or their delegated representative.
- ☆ I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- ☆ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ☆ I will not disable or cause any damage to school equipment, or the equipment belonging to others.

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## SQUIRREL HAYES FIRST SCHOOL: Acceptable Use Policy Nov 2025 (UNCLASSIFIED)

- ☆ I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and restricted data must be held in lockable storage.
- ☆ I understand that data protection policy requires that any staff or learners data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- ☆ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ☆ I will ensure that I have permission to use the original work of others in my own work.
- ☆ Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- ☆ I understand that I am responsible for my actions in and out of the school.
- ☆ I will educate learners in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- ☆ I will educate learners in the recognition of bias, unreliability and validity of sources.
- ☆ I will actively educate learners to respect copyright law.
- ☆ I will only use approved e-mail accounts.
- ☆ I will only give access to appropriate users when working with blogs or wikis etc.
- ☆ I will ensure that videoconferencing is supervised appropriately for the learner's age.
- ☆ I will set strong passwords - a strong password is one which uses a combination of letters, numbers and other permitted signs.
- ☆ I will promote any supplied E-Safety guidance appropriately
- ☆ I will not use or share my personal (home) accounts/data (Facebook, email, ebay etc) with learners.
- ☆ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police.
- ☆ I understand that this Acceptable Use Policy applies to my work and use of school digital technology equipment in school, my use of school systems and equipment off the premises and my use of personal equipment on the premises.

I have read and understand the above and agree to use the school digital technology systems and my own devices within these guidelines.

Staff / Volunteer Name: \_\_\_\_\_(Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Acceptable Use Policy for Governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

#### The governors will ensure that:

- ☆ Learners are encouraged to enjoy the safe use of digital technology to enrich their learning.
- ☆ Learners are made aware of risks and processes for safe digital use.
- ☆ All adults and learners have received the appropriate acceptable use policies and any required training.

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**SQUIRREL HAYES FIRST SCHOOL: Acceptable Use Policy Nov 2025 (UNCLASSIFIED)**

- ☆ The school has appointed an ICT Coordinator and a named governor takes responsibility for E-Safety.
- ☆ An Online Safety Policy, Internet and E-mail Policy have been written by the school.
- ☆ The Online Safety Policy, Internet and E-mail Policy and Acceptable Use Policy will be reviewed annually.
- ☆ The school internet access is designed for educational use and will include appropriate filtering and monitoring.
- ☆ Copyright law is not breached.
- ☆ Learners are taught to evaluate digital materials appropriately.
- ☆ Parents/Carers are aware of the acceptable use policy.
- ☆ Parents/Carers will be informed that all technology usage may be subject to monitoring.
- ☆ The school will take all reasonable precautions to ensure that users access only appropriate material
- ☆ The school will audit use of technology.
- ☆ Methods to identify, assess and minimise risks will be reviewed annually.
- ☆ Complaints of internet misuse will be dealt with by a senior member of staff.

**I will ensure that any private social networking sites, blogs, etc that I create or actively contribute to, do not compromise my professional role.**

**I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.**

**I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.**

Governor Name: \_\_\_\_\_ (Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The internet is such an integral part of children's lives these days. It opens up so many educational and social opportunities, giving them access to, quite literally, a world of information and experiences.

Whether on a computer at school, a laptop at home, a games console or mobile phone, children and young people are increasingly accessing the internet whenever they can and wherever they are.

As you would protect your child in the real world, you will want to make sure that they are safe whatever they are doing. Like learning to cross the road, online safety skills are skills for life. If your child understands the risks and can make sensible and informed choices online, they can get the most from the internet and stay safe whilst doing so - particularly from those people who might seek them out to harm them.

So, how can you protect your child online?

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The answer is simple. If your child learns and understands these 5 simple rules, then this will help them stay safe and get the most out of modern day mobile communications...

**The 'SMART' Rules**

1) SAFE

Keep safe by being careful not to give out personal information - such as your full name, email address,

phone number, home address, photos or school name - to people you are chatting with online.

2) MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

3) ACCEPTING

Accepting emails, IM messages, or opening files, pictures and texts from people you don't know or trust can lead to problems - they may contain viruses or nasty messages!

4) RELIABLE

Information you find on the internet may not be true, or someone online may be lying about who they are.

5) TELL

Tell your parent, carer or trusted adult if someone makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Helpful websites for e-safety:

Childnet International [www.childnet-int.org](http://www.childnet-int.org)

Childline [www.childline.org.uk/](http://www.childline.org.uk/)

Grid Club and the Cyber Café <http://www.childnet-int.org>

Internet Watch Foundation [www.iwf.org.uk/](http://www.iwf.org.uk/)

NSPCC <https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/>

With acknowledgement to the Think U Know website

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Version No.	Date of review	Reviewer	Changes Made
01	October 2014	A. Harris	Reviewed
02	October 2015	A. Harris	Reviewed
03	October 2016	A. Harris	Reviewed
04	October 2017	H. Johnson Allen A. Harris	AUPs to be displayed in classrooms and library.
05	May 2018	H. Johnson Allen	Updated in line with GDPR
06	Oct 2019	H Johnson Allen	Reviewed
07	Nov 2020	R. Mahan	Reviewed
08	Sept 2021	R Percival	Added the use of chromebooks.
09	Sept 2022	R Percival	Reviewed no changes made.
10	Nov 2023	R Percival	Update of hyperlinks
11	Nov 2024	R Percival	Reviewed no changes made.
12	Nov 2025	R Percival	Update of KS2 pupils rules and addition of rules of KS1 pupils. Expectation of what parents should speak to their children about and what their role is with online safety.

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