Acceptable Users Agreements and Policy



Date Written & Approved	Sept 2026	**By**	R. Eldred
Date of next review	Sept 2027	**Approved by**	Governing Body
Review Cycle	Reviewed and approved by the full governing board annually.		

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The Acceptable User Agreements are in place to support our Online Safety Policy, Safeguarding Policy and Behaviour Policy. It is the responsibility of all users to ensure they are acting responsibly, appropriately and in line with these agreement expectations.

Agreements

Learner Acceptable Use Agreement – (EYFS/KS1)

Our Technology Rules
I will follow these rules to use computers, tablets and the internet safely at school.

Staying Safe

- My teacher will watch what I do on computers, tablets and the internet to keep me safe.
- I will keep my passwords secret and tell my teacher if I need help.
- I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it's OK.
- I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
- If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away.
- I will only use apps, games or websites my teacher says are safe.

Using Technology Kindly

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets I use.
- I will only look at things my teacher says are OK.

Making Good Choices

- I will ask my teacher before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.
- I know that I can say no/please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
- I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

What Happens If I Forget the Rules

- If I forget the rules, my teacher will help me learn to make better choices next time.

These rules help us all stay safe and have fun using computers and tablets at school!

Signed (child): .....

Signed (parent): .....

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Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- 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 regarding their on-line behaviour.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name: _____ Learner Name: _____

As the parent/carer of the above learners, I give permission for my child to have access to the digital technologies at school.

I understand that the school has discussed the acceptable use agreement with my child 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.

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 child'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 agreement.

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.

Signed: ..... Date: .....

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Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name will be used.

The school will comply with the Data Protection Act and request parent's/carer's permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified using their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Digital/Video Images Permission Form

Parent/Carers Name:..... Learner Name:.....

As the parent/carer of the above learner, I agree to the school taking digital/video images of my child/children.

Signed: ..... Date: .....

Use of Cloud Systems Permission Form

Schools that use cloud hosting services are required to seek parental permission to set up an account for learners.
The school uses *Microsoft 365* for learners and staff. This permission form describes the tools and learner responsibilities for using these services.

The following services are available to each learner as part of the school's online presence in *Microsoft 365.*

Using *Microsoft 365*will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other learners and members of staff. These services are entirely online and available 24/7 from any internet-connected computer.

The school believes that use of the tools significantly adds to your child's educational experience.
Do you consent to your child to having access to this service? Yes/No

Learner Name: ..... Parent/Carers Name: .....

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Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

Digital technologies have become integral to the lives of everyone, including children and young people, both within schools and in their lives outside school. The internet and digital technologies are powerful tools, which can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. The school has the right to protect itself and its systems and all users should always have an entitlement to safe access to the internet and digital technologies.

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while online and using digital technologies for educational, personal and recreational use
- 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 staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

This Acceptable Use Agreement is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while online and using digital technologies for educational, personal and recreational use
- that school systems, personal data, and users are protected from accidental or deliberate misuse that could put the security of the systems, personal data, and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work

Our Acceptable Use Standards

- I understand that I must protect our IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or malware to the system
- I understand that I must protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
- I understand that I must protect the confidentiality of individuals and of school matters, and safeguard users by complying with relevant legislation, including, but not limited to:
    - Data Protection Act 2018 and UK General Data Protection Regulation
    - Privacy and Electronic Communications Regulations
    - Keeping Children Safe in Education (KCSIE)
    - Copyright, Designs and Patent Act 1988
    - Computer Misuse Act 1990

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- The Department for Education Digital and Technology Standards for Schools and Colleges

Acceptable Use Agreement

I have read, understand and agree to abide by the school:

- Data Protection Policy
- Online Safety Policy
- Safeguarding Policy
- Code of Conduct

Professional and personal use

1. I understand that the rules set out in this agreement also apply to use of these devices and technologies out of school, and to the transfer of personal / sensitive data (digital or paper based) out of the school.
2. I understand that the school devices and digital technology systems are primarily intended for educational use and that I will only use them for personal or recreational use within relevant school policies.
3. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices, systems, and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored / captured / viewed by the relevant authorised staff members.
4. I will not attempt to bypass security or monitoring and will report any damage, loss or malfunction of any devices loaned to me.
5. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair them.
6. I will communicate with others in a professional manner. I will not use aggressive or inappropriate language, and I will respect others who may have differing opinions.

Safeguarding

7. I will follow Keeping Children Safe in Education (KCSIE) guidance, and I have read the sections on handling incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology, and social media.
8. I will conduct myself in a professional manner and be professionally dressed at all times, including when conducting virtual / remote lessons and/or meetings. I will log any issues or concerns if anything inappropriate happens during live / online lessons to safeguard myself and pupils.
9. I understand that it is my responsibility to support the safeguarding of pupils and other staff and I will report any actions or behaviour which I believe is inappropriate, or could lead to individuals being placed at risk, to the Designated Safeguarding Lead without delay.
10. I will not contact or attempt to contact any pupil or parent in any way other than school-approved and school-monitored ways. I will advise the headteacher if I am socially connected to pupils as a relative/family friend.

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11. I will not arrange or attempt to create any remote / virtual meetings, lessons, or similar online communications without the prior knowledge and approval of the school. I will not record or take screenshots of myself or pupils during lessons / meetings, unless the purpose is made clear to all parties and the need has been established and approved by senior staff.

Data security

12. I will never use school devices and networks / internet / platforms / other technologies to browse, access, download or send material that is offensive, extremist, illegal, or in any way inappropriate for an educational setting.
13. I will not store school-related data on personal devices, storage, or cloud platforms unless I have prior permission from the school.
14. I will not access, attempt to access, store, delete or share any data which I do not have express permission for.
15. I will only use complex passwords and not use the same password across different platforms / systems. I will protect and never share my password or login details, even with colleagues. If I suspect that my password has been compromised, I will immediately change passwords and notify Misha Hunt, Office Manager.
16. When required by the school I will use multi-factor authentication to access school systems when away from the school site. I will not seek to bypass this security check.
17. I will not disable or cause any damage to school equipment, or the equipment belonging to others. I will report any suspected damage, regardless of the cause, to Misha Hunt, Office Manager.
18. In order to protect personal data and sensitive information, I will use 'Extend' screen and not 'Duplicate', when projecting / connecting from devices to whiteboards / additional screens.
19. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to Misha Hunt, Office Manager.
20. I will check all permissions prior to any uploading or sharing images of others in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so.

Artificial intelligence

21. When using AI systems in my professional role I will use these responsibly and:
    - will only use AI technologies approved by the school;
    - will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks;
    - to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading sensitive school-related information into AI systems, including any personal data related to children;
    - will take care not to infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent;

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- ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance;
- critically evaluate AI-generated outputs to ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing;
- will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being.

Personal devices

22. When using my own devices on school premises or accessing school systems / platforms, I will ensure I take appropriate steps to safeguard and secure my device such as a secure passcode and ensuring that the device is kept securely at all times.

Copyright

23. I will only use safe and appropriately licensed software. I will respect licensing and intellectual property rights / copyright. Where work is protected by copyright, I will not download or distribute copies, including music and videos.

24. I understand that any educational resources I have created for use by the school during my employment remain copyrighted to the school. If I wish to take copies of these resources when I leave the school, I must ensure that the originals remain with the school.

I understand that breach of this agreement may lead to appropriate staff disciplinary action or termination of my contract. Where appropriate, there may be a referral to other relevant authorities.

I understand these standards apply when accessing an online platform / tool or the school network from **any device or location** (in and out of school) and to the **transfer of personal data** (digital or paper based).

Staff/Volunteer Name:..... Signed: ..... Date:.....

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Acceptable Use Agreement for Community Users

This acceptable use agreement is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential harm in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school:

- I understand that my use of school systems and devices will be monitored.
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, 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 install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, whatever the cause.
- 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/videos).
- I understand that if I fail to comply with this acceptable use agreement, the school has the right to remove my access to school systems/devices.

I have read and understand the above and agree to use the school systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name: ..... Signed: ..... Date:.....

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