Barming Pre-School and Primary School
Part of the Orchard Academy Trust



Acceptable Use of Technology Policies	
Headteacher: Mr C. Laker **Chair of Governing Body: Rev W North**	
Date Policy Adopted:	September 2026 **Agreed at Governor Level:** Wednesday 16th September 2026
Policy Review Date:	September 2027
Signature of Chair of Governors:	Rev W. North
Signature of Headteacher:	Mr C. Laker
Policy Author: **Senior Leader Responsibility for/ Subject Leader Responsible for:**	Name: H Rootes Responsible for: Teaching and Learning

Acceptable Use of Technology Policies (AUPs)

Introduction

Barming Pre-School and Primary School recognises that technology plays an important role in teaching, learning, safeguarding and communication. This policy outlines the expectations for the safe, responsible and professional use of technology by staff, volunteers, visitors and parents/carers.

This policy should be read alongside:

- Orchard Academy Trust Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Online Safety Procedures
- Mobile Phones, Smart Devices and Social Media Policy
- School Behaviour Policy

The school and Trust are committed to ensuring that all members of the school community use technology safely, responsibly and legally.

Parent/Carer Acceptable Use Agreement

As a parent/carer of a pupil at Barming Pre-School and Primary School, I agree to support the school's approach to online safety.

I understand that:

- The school provides online safety education to pupils as part of the curriculum.
- School devices, systems and internet access are filtered and monitored to help safeguard children.
- The school takes reasonable precautions to keep children safe online but cannot guarantee that all inappropriate content will always be blocked.
- My child must use school technology appropriately and follow school expectations.
- Mobile phones, smart devices and online services should be used safely and responsibly.
- Behaviour taking place online outside school may still be investigated where it impacts the safety, wellbeing or reputation of members of the school community.

- I have a responsibility to supervise and support my child's use of technology at home where appropriate.
- I will report any online safety concerns affecting my child or another member of the school community to the school.
- The school may apply sanctions where technology is used inappropriately, in line with school policies.
- I will work in partnership with the school to promote safe and positive use of technology.

Child's Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

Staff, Volunteer and Visitor Acceptable Use Agreement

All staff, volunteers and visitors are expected to use technology professionally, safely and in accordance with safeguarding responsibilities.

Professional Conduct

I will:

- Use school and Trust technology systems professionally and lawfully.
- Follow all relevant school and Trust policies.
- Maintain high standards of conduct when using technology both on and off site where my actions may affect the school, Trust or wider community.
- Ensure my use of technology reflects my professional responsibilities and safeguarding duties.

Security and Access

I will:

- Keep passwords secure and confidential.
- Lock or log out of devices when unattended.
- Protect school devices from theft, damage or unauthorised access.

- Report any suspected security breach, loss of equipment or cyber security incident immediately to the Trust IT support provider.
- Not install software or applications without authorisation.

Data Protection

I will:

- Handle personal information in accordance with UK GDPR, Data Protection legislation and Trust procedures.
- Access information only where required for my role.
- Store school information securely using approved Trust systems.
- Not retain school information on personal devices unless specifically authorised.
- Report any actual or suspected data breach immediately.

Safeguarding and Online Safety

I will:

- Promote safe and responsible use of technology.
- Report safeguarding concerns identified online in accordance with the Safeguarding and Child Protection Policy.
- Immediately report any concerns regarding harmful, illegal or inappropriate content.
- Report concerns relating to filtering or monitoring systems without delay.
- Maintain a culture where children feel safe reporting online concerns.

Artificial Intelligence (AI)

Staff may use Trust-approved AI tools for professional purposes where permitted by the Trust.

When using AI, I will:

- Use AI responsibly and professionally.
- Not enter personal, confidential or sensitive information unless explicitly approved by the Trust and supported by appropriate data protection measures.
- Check all AI-generated content carefully for accuracy, suitability and bias.
- Ensure AI does not replace my professional judgement.
- Ensure any use of AI with pupils is age-appropriate, supervised and approved by the school.

Communication and Social Media

I will:

- Use only approved school or Trust communication systems when communicating with pupils, parents and carers.
- Maintain professional boundaries at all times.
- Not communicate with pupils through personal social media accounts, messaging services, email accounts or telephone numbers.
- Not share confidential school information online.
- Ensure that any use of social media does not bring the school, Trust or profession into disrepute.

Images and Media

I will:

- Use only approved school devices for taking photographs or videos of pupils.
- Follow school procedures regarding consent and publication.
- Not store pupil images on personal devices.

Monitoring

I understand that:

- The school and Trust monitor and record use of school networks, devices and systems for safeguarding, security and operational purposes.
- Monitoring is carried out in accordance with legal requirements, including data protection legislation.
- School devices remain the property of the Trust and may be inspected where necessary.

Breaches

Failure to comply with this policy may result in:

- Removal of access to school systems.
- Disciplinary action.
- Referral to external agencies where appropriate.
- Police involvement where criminal activity is suspected.

Filtering and Monitoring Statement

The school and Orchard Academy Trust maintain appropriate filtering and monitoring systems to safeguard pupils and staff and meet statutory safeguarding requirements.

Any concerns regarding filtering, monitoring, inappropriate content or online safety must be reported immediately to the Designated Safeguarding Lead **Miss H Rootes** and/or Trust IT support provider **ATS.**

Declaration

I have read, understood and agree to comply with this Acceptable Use of Technology Policy.

Name: _____

Role: _____

Signature: _____

Date: _____