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

Pupil Use of Technology Policy	
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

Teachers will show pupils how to use the computers. All pupils must follow the rules in this policy when using school computers, and any other school devices e.g. cameras or iPads.

Pupils that do not follow these rules may find that they are not allowed to use the computers or may only use them with carefully organised supervision.

Expectations for responsible use of technology	
I understand that this Acceptable Use Policy will help keep me safe and happy online at home and at school	
Safe	
	• I will be kind and respectful, behave online the same way as I am expected to behave in the classroom.
	• I will only send messages which are polite and friendly.
	• I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
	• I will only click on links if I know what they do, or I will ask a trusted adult first.
	• I will only chat with people I know online, or I will ask a safe adult to help me decide if someone I don't know is safe to speak with online.
	• If someone online asks to meet me, I will tell a trusted adult straight away.
Learning	
	• I follow the school rules about mobile phones and smart technology. For Year 6 pupils only: If I bring a mobile phone or smart device to school, it will be turned off while I am on the school grounds. I will hand it to my class teacher. I will not use it while I am on the school grounds unless a member of staff has agreed this.
	• I always ask permission from an adult before using the internet.
	• I only use websites tools and/or search engines that my teacher has chosen or given me permission to use.
	• If I need to learn online at home, I will follow the same rules in this policy.
True	
	• I know that some things or people online might not be honest or truthful.
	• If I'm not sure something online is true, I will check with other websites, books, or ask a safe adult.
	• 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 only use Artificial Intelligence (AI) tools safely and sensibly and I will only use them when a teacher or safe adult says it's okay.
	• I will not put personal information about me or anyone else into AI tools. I will not use AI to make fake images, voices, videos or messages about other people.
Responsible	
	• I will always ask permission from an adult before using the internet.
	• 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 accidently come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
	• I keep my personal information safe and private online. 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 never telling anyone I meet online my address, my telephone number, my school's name or by sending a picture of myself without permission from a teacher or other adult.
	• I will not access or change other people's files or information
	• 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.

Understand	
	• I know that all school owned devices and networks are monitored to help keep me safe. 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 understand that my behaviour online can affect others and I will not behave in a way that will upset, frighten or embarrass others.
	• I know that I may only use AI tools when I have been given permission to do so by a teacher as part of my learning.
	• I know that my use of school devices/computers and internet access will be monitored.
	• I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
	• I know that I am not allowed on personal e-mail, social networking sites or instant messaging in school.
	• I know that I will be able to use the internet in school, for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
	• When I am in Year 6, if I bring a mobile phone to school, I will follow the rules. I know that it is to be turned off, handed in to the class teacher and then collected at the end of the school day.
Tell	
	• If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page/close the laptop/ place the IPAD face down and tell an adult straight away.
	• If I am aware of anyone being unkind or unsafe with technology then I will report it to a trusted adult.
	• If an AI tool shows me something worrying, unkind, rude, violent, confusing or unsafe, I will stop and tell a safe adult.
	• I understand that the adults at school are responsible for keeping me safe; they may need to speak to other safe adults, or my parents/carers, if I tell them about something that has happened online.
	• I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about keeping safe online.
Expectations for responsible use of mobile phones or other devices **(Please note: Only Year 6 pupils are permitted to bring mobile phones to school)**	
	• If I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
	• I will not bring any electronic devices or wearable technology to school without the permission of an adult.
	• I will not wear usable technology at school- specifically smart watches with messaging and image capability.
	• I will only switch it on once I have left the school premises or if an adult in school has given me permission to do so.
	• I understand that my phone or device may be confiscated if I do not follow these guidelines and my parent will be asked to collect it from the office
	• I am aware that under no circumstances may mobile phones, or any other device, be used by children at school events without the express permission of the school.

At our school we want to ensure that all members of our community are safe and responsible users of technology. We will support pupils to…

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline

- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

Pupil Acceptable Use of Technology Policy 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:

- I use school systems and devices, both onsite and at home.
- I bring my own devices into school including mobile phones, smart technology, gaming devices, cameras, or any device that can send or receive messages or notifications, or record audio, images or video.
- I use my own systems or equipment outside of school, in a way that is related to me being a member of the school community, including communicating with other members of the school.

Name……. Signed…….……..….

Class…….…… Date…….

Parent/Carer's Name……..…….....

Parent/Carer's Signature…….…….

Responsible Internet Use and publication of work consent

Parent/ Carer Acceptable Use Policy statement and consent:

- I, with my child, have read and discussed Barming Pre-School and Primary School's Pupil Acceptable Use Policy.
- I know that my child will be provided with internet access and will use a range of IT systems including list as appropriate in order to access the curriculum and be prepared for modern life whilst at Barming Pre-School and Primary School.
- I understand that the AUP applies to my child's use of school devices and systems on site and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
- I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at Barming Pre-School and Primary School. If a child in Y6 brings a mobile phone with them to school, it must be **turned off before they enter the gate** and **not be turned back on until they leave the site**. All mobile phones will be handed in to the class teacher– children are not permitted to keep them in their bags or on their person.
- I understand that any use of school devices and systems are appropriately filtered; this means that access to certain content and sites are restricted.
- I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used onsite. Monitoring approaches are in place to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use school devices and systems, onsite. I do however understand that the school cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.
- I am aware that my child 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/setting.
- I will support school safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of school and will discuss online safety with them when they access technology at home.
- I know I can seek support from the school about online safety to help keep my child safe online at home.
- I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.
- I, together with my child, will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school
- I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
- I understand that if I or my child do not abide by the school's AUP, appropriate action will be taken. This could include sanctions being applied in line with the School Behaviour policy, and if a criminal offence has been committed, the police being contacted.
- I know that I can speak to one of the Designated Safeguarding Lead Team (Miss H Rootes, Mr C Laker, Mrs A Collie, Mrs N Murray, Mrs B Deysel, Miss H Cook and Mrs A Norman) or my child's class teacher if I have any concerns about online safety.
- I will visit the following websites for more information about keeping my child(ren) safe online:

www.thinkuknow.co.uk/parents ; www.nspcc.org.uk/onlinesafety ; www.internetmatters.org ; www.saferinternet.org.uk
www.childnet.com

I have read, understood and agree to comply with Barming Pre- School and Primary School's Acceptable Use Policy.

Child's Name……..
Class……

Parent's Name…….....

Parent's Signature……..……

Date……

Parent's Consent for Internet Access

I have read and understood the school's Acceptable Use Policy for pupils and give permission for my son/ daughter to access the Internet.

Signed: **Date:**

Please print your name:

Parent's Consent for the Web Publication of Work

I agree that, if selected, my son/ daughter's work may be published on the school website.

Signed: **Date:**

Please print your name: