Pendock CE Primary School
Be the best that you can be

Acceptable Use of Technology and Online Safety Policy

Policy Status: Statutory Safeguarding Support Policy
Approved by: Governing Board
Review Cycle: Annual
Next Review Date: August 2027

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1. Christian Vision and Values

At Pendock CE Primary School, our use of technology is guided by our Christian vision and values. We believe that every member of our school community is created in the image of God and is therefore worthy of dignity, respect, compassion and care.

Technology provides valuable opportunities to learn, communicate, create and flourish. As a Church of England school, we seek to develop courageous, responsible and reflective digital citizens who use technology wisely, safely and ethically.

We encourage all members of our community to demonstrate our Christian values in their online interactions as well as in their face-to-face relationships. We recognise that safeguarding, wellbeing and digital citizenship are fundamental to enabling every child and adult to flourish.

Our approach to technology and online safety is rooted in the following values:

- Respect for self and others
- Kindness and compassion
- Honesty and integrity
- Responsibility and service
- Courage to speak out when something is wrong
- Wisdom in making safe choices
- Thankfulness for the opportunities technology provides

Through education, support and clear expectations, we aim to equip pupils with the wisdom, resilience and confidence needed to navigate the digital world safely and responsibly.

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2. Policy Statement

This policy sets out the expectations for the safe, responsible and acceptable use of technology by all members of the school community.

The policy is intended to:

- Safeguard children and adults.
- Promote positive online behaviour.
- Support learning and educational opportunities.
- Protect personal information and school systems.
- Promote good digital wellbeing.
- Encourage responsible digital citizenship.
- Ensure compliance with safeguarding, data protection and cyber security requirements.
- Support the flourishing of all members of the school community.

This policy applies to:

- Pupils
- Staff
- Governors
- Volunteers
- Visitors
- Contractors
- Parents and carers where relevant

3. Related Policies and Guidance

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Behaviour Policy
- Anti-Bullying Policy

4. Roles and Responsibilities

Governing Board

Governors will:

- Ensure this policy is implemented and reviewed.
- Monitor the effectiveness of safeguarding arrangements.
- Ensure filtering and monitoring arrangements meet statutory expectations.
- Promote the school's Christian vision through its approach to online safety.
- Ensure that dignity, wellbeing and flourishing remain central to decision-making.

Headteacher

The Headteacher will:

- Ensure appropriate systems and procedures are in place.
- Promote a culture of safe and responsible technology use.
- Ensure staff receive appropriate training.
- Investigate serious breaches of this policy.
- Ensure safeguarding concerns are addressed appropriately.

Designated Safeguarding Lead (DSL)

The DSL will:

- Respond to online safety concerns.
- Record and monitor incidents.
- Liaise with parents and external agencies where required.
- Support staff in identifying and managing online risks.

Staff

Staff will:

- Model safe and responsible use of technology.
- Follow school policies and procedures.
- Maintain professional standards online.
- Protect confidential information.

- Report safeguarding concerns immediately.
- Support pupils in developing safe online behaviours.

Pupils

Pupils are expected to:

- Use technology responsibly.
- Follow staff instructions.
- Treat others respectfully online.
- Report anything that worries or concerns them.
- Protect personal information.
- Use school devices carefully.

5. Digital Citizenship

At Pendock CE Primary School we believe digital citizenship is about far more than staying safe online.

We aim to develop pupils who:

- Use technology confidently and responsibly.
- Demonstrate kindness and respect online.
- Understand the impact of their words and actions.
- Show honesty and integrity in their work.
- Respect the views, beliefs and experiences of others.
- Understand their responsibility as members of a wider community.
- Make wise decisions when using technology.

We encourage pupils to consider:

Is it kind?

Is it respectful?

Is it truthful?

Is it safe?

Is it something that reflects our school values?

6. Acceptable Use

Users may:

- Access educational resources approved by the school.
- Use technology to support learning and communication.
- Access age-appropriate information.
- Collaborate with others for educational purposes.
- Use approved online platforms and applications.

Users should:

- Follow instructions given by staff.
- Respect school equipment.
- Keep usernames and passwords secure.
- Report any concerns immediately.
- Use technology in a manner consistent with the school's ethos and values.

7. Unacceptable Use

Users must not:

- Access inappropriate or harmful content.
- Attempt to bypass filtering or monitoring systems.
- Use another person's login details.
- Share passwords.
- Engage in cyberbullying.
- Use offensive, discriminatory or threatening language.
- Download unauthorised software.
- Access social networking sites where this is not authorised.
- Share personal information without permission.
- Deliberately damage equipment or systems.
- Use technology for illegal activities.

Any behaviour that would be unacceptable offline is also unacceptable online.

8. Online Safety and Wellbeing

The school recognises that technology can positively support learning and relationships but may also present risks.

We are committed to helping pupils:

- Develop healthy digital habits.
- Balance screen use and wellbeing.
- Recognise online risks.
- Understand privacy and personal safety.
- Seek help when they need it.
- Develop resilience and critical thinking skills.

Pupils are encouraged to speak to a trusted adult if they experience anything online that makes them uncomfortable, anxious, upset or unsafe.

9. Artificial Intelligence (AI)

The school recognises that artificial intelligence technologies are increasingly present in education and daily life.

Any use of AI should reflect our values of honesty, wisdom and responsibility.

Pupils

Pupils may:

- Use AI tools approved by staff.
- Use AI as directed to support learning.

Pupils must not:

- Present AI-generated work as entirely their own.
- Use AI tools against staff instructions.
- Enter personal information into AI systems.

Staff

Staff may use approved AI tools to support professional activities.

Staff must:

- Maintain confidentiality.
- Protect personal data.
- Verify the accuracy of AI-generated content.

- Ensure professional judgement remains central to decision-making.
- Avoid entering confidential school information into public AI platforms.

10. Email, Communication and Social Media

All communication should be professional, respectful and appropriate.

Staff must:

- Maintain professional boundaries.
- Use school-approved communication systems.
- Avoid contact with pupils through personal social media accounts.
- Never share confidential information online.

Pupils must:

- Communicate respectfully.
- Follow staff instructions regarding online platforms.
- Report inappropriate messages immediately.

11. Photography, Video and Images

Images and videos must:

- Support legitimate educational purposes.
- Be stored securely.
- Be used in accordance with parental permissions.
- Respect the dignity and privacy of others.

Personal devices should not be used to photograph pupils unless specifically authorised by the Headteacher.

12. Passwords and Security

Users must:

- Keep passwords secure.
- Use strong passwords where appropriate.
- Log out of accounts when necessary.
- Report suspected breaches immediately.
- Keep devices secure and supervised.

Staff must not share passwords with colleagues unless specifically authorised through school procedures.

13. Filtering and Monitoring

The school employs filtering and monitoring systems to help safeguard pupils and protect school networks.

These systems are intended to:

- Reduce access to harmful content.
- Identify safeguarding concerns.
- Support cyber security.
- Protect school systems and users.

The school reserves the right to monitor the use of its devices, networks and systems where lawful and proportionate.

14. Reporting Concerns

Any member of the school community who becomes aware of:

- Inappropriate online content
- Cyberbullying
- Harmful behaviour
- Online grooming
- Online abuse
- Security breaches
- Suspicious communications

must report concerns immediately.

Pupils should tell:

- Their class teacher
- The Designated Safeguarding Lead
- Another trusted adult

Staff must report concerns in line with safeguarding procedures.

As a Christian school, we seek to create a culture where people are encouraged to speak up with courage, honesty and compassion whenever there are concerns about the safety or wellbeing of others.

15. Breaches of the Policy

Failure to comply with this policy may result in:

Pupils

- Educational conversations
- Restrictions on technology use
- Behaviour sanctions
- Safeguarding intervention where appropriate

Staff

- Management action
- Disciplinary procedures
- Referral to professional bodies where necessary

Governors, Volunteers and Visitors

- Removal of access rights
- Review of their role or responsibilities

Serious breaches may be reported to external agencies, including the Local Authority, Police or Information Commissioner's Office (ICO) where appropriate.

16. Monitoring and Review

This policy will be reviewed annually by the Governing Board or sooner if:

- Legislative requirements change.
- DfE guidance is updated.
- Significant incidents indicate revision is required.

APPENDIX A

KS1 Pupil Acceptable Use Agreement

My Digital Promise

Because everyone is important and valued, I will:

- ✅ Be kind when I use technology.
- ✅ Use words that help and not hurt.
- ✅ Tell an adult if something worries me.
- ✅ Look after school devices.
- ✅ Only use websites and apps my teacher says I can use.
- ✅ Keep my passwords secure.
- ✅ Use technology to help me learn.
- ✅ Remember that everyone deserves respect online and offline.

Pupil Name

Pupil Signature

Date

Parent/Carer Agreement

I have discussed these promises with my child and will support the school in helping them to stay safe online.

Parent/Carer Name:

Signature:

Date:

APPENDIX B

KS2 Pupil Acceptable Use Agreement

My Digital Citizenship Promise

As a member of Pendock CE Primary School I will:

- ✅ Use technology responsibly.
- ✅ Be respectful and kind to others online.
- ✅ Tell the truth and be honest in my work.
- ✅ Keep personal information safe.
- ✅ Use passwords responsibly.
- ✅ Tell a trusted adult if I see something worrying.
- ✅ Use AI tools only when a teacher allows me to.
- ✅ Respect school equipment.
- ✅ Think carefully before posting, sharing or sending anything online.
- ✅ Use technology in ways that help me and others flourish.

I understand that inappropriate use may result in restrictions being placed on my use of technology.

Pupil Name

Signature

Date

Parent/Carer Signature

Date

APPENDIX C

Staff Acceptable Use Agreement

As a member of staff at Pendock CE Primary School, I recognise my responsibility to model the school's Christian vision and values in all forms of communication and technology use.

I agree to:

✅ Follow all school policies.

✅ Maintain appropriate professional boundaries.

✅ Protect confidential and sensitive information.

✅ Comply with safeguarding procedures.

✅ Report concerns immediately.

✅ Use technology responsibly and professionally.

✅ Protect passwords and account security.

✅ Follow data protection requirements.

✅ Use AI platforms responsibly and never upload confidential information to unauthorised systems.

✅ Promote dignity, respect and kindness in all digital communications.

✅ Contribute to a culture where all members of the school community can flourish.

I understand that school systems may be monitored in accordance with safeguarding, data protection and cyber security requirements.

Staff Member

Signature

Date

APPENDIX D

Governor Acceptable Use Agreement

As a governor of Pendock CE Primary School, I will uphold the Christian vision and values of the school through my use of technology and digital communication.

I agree to:

- ✅ Maintain confidentiality.
- ✅ Protect school information and data.
- ✅ Follow safeguarding procedures.
- ✅ Use school systems appropriately.
- ✅ Store documents securely.
- ✅ Complete required safeguarding and cyber-security training.
- ✅ Support effective filtering, monitoring and online safety arrangements.
- ✅ Promote dignity, wisdom, responsibility and flourishing through governance decisions.
- ✅ Report concerns relating to safeguarding, cyber security or data protection immediately.

I understand my responsibilities under safeguarding legislation, data protection law and the governance responsibilities of a Church of England school.

Governor Name

Signature

Date

Key Department for Education Guidance

- Keeping Children Safe in Education (KCSIE) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Teaching Online Safety in Schools https://www.gov.uk/government/publications/teaching-online-safety-in-schools
- Filtering and Monitoring Standards for Schools and Colleges https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges
- Education for a Connected World Framework https://www.gov.uk/government/publications/education-for-a-connected-world
- Cyber Security Standards for Schools and Colleges https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges
- Data Protection Toolkit for Schools https://www.gov.uk/guidance/data-protection-in-schools
- Keeping Children Safe in Education and DfE filtering and monitoring guidance set out schools' responsibilities for online safety, safeguarding, filtering and monitoring arrangements.