Acceptable Use Policy (AUP)

KS2 Pupils

2026-2027

OUR TRUST'S PRAYER

Heavenly Father,
Let peace, friendship and love
grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve,
Together with Jesus

Amen

My Online Safety Rules

Being Safe

- **I will follow the school rules:** I will use school devices and the internet only when I am allowed and for schoolwork.
- **I keep passwords safe:** I will never share my passwords and will tell a teacher if someone else finds them out.
- **I check before I click:** I will not click on strange links that I do not know, or pop-ups without checking with a teacher, or parent/carer, nor download things without permission.
- **I respect age limits:** I will not use 13+ games or apps, as they are not safe for me.
- **I protect my identity:** I will not share private details like my address or phone number.
- **I can say no online if I need to:** I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I will say no, stop chatting and tell a trusted adult immediately.
- **I am a safe researcher**: I use safe search tools approved by my trusted adults. I know I can't believe everything I see, and I know which sites to trust, and how to double check information I come across.
- **I don't livestream on my own**: I check with a trusted adult before I video chat with anybody for the first time.
- **I leave personal devices at home:** I know school is a mobile phone free space, so I will not bring a mobile phone, smartwatch, smart glasses or personal device to school.
    - Travel Permission: If I need to bring a phone for travelling to and from school safely, my parent/carer must get written permission from the school first.
    - Switch Off & Hand In: If permitted for travel, I will switch my device off before entering school grounds and hand it in immediately to be stored securely until home time.
    - Special Exemptions: I will only access a device during the school day if I have approved permission from the Headteacher for medical or learning needs.

- No Misuse: I will never use a personal device on school grounds to take photos or videos, make calls, send messages, browse the internet, or access social media.
- Contacting Home: If my family needs to contact me, or if I need to speak to them during the school day, it will always be done through the school office.

Being Kind

- **I am a good friend and ally:** I will not post or share unkind, rude, or hurtful messages, images, or videos. If a friend is worried or needs help, I remind them to talk to an adult, report it, or even do it for them.
- **I know what 'banter' means:** I know that calling someone names is not 'fun' or 'banter'—it can hurt people.
- **I don't take secret photos or videos:** I will not take pictures or videos of others without their permission. I will never create fake images, videos, or 'deepfakes' of anyone.
- **I respect work:** I only use other people's work (pictures or words) if I have permission.

Using Technology

- **I check with an adult:** I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are. I will talk to a trusted adult before chatting with anyone new, even if they claim to be a friend or are a 'chatbot'.
- **I know my body is mine:** I will not send photos or videos of myself or get changed in front of a camera. If I feel uncomfortable, I will stop and tell a trusted adult.
- **I don't pretend to be someone else:** I am always honest about who I am online.

- **I am careful what I share and protect my online reputation:** I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

What to do if something goes wrong

- **It's not my fault:** If I see something bad online or receive an unkind message, it is **not** my fault. I will not get in trouble for telling an adult.
- **I tell someone:** If I see or experience something that makes me feel worried, upset, or confused, I will stop what I am doing and tell a trusted adult straight away.

~~~~~~~~~~~~~~~~~~~~~~

At school, my trusted adult/s is/are: _____

At home, my trusted adult/s is/are: _____

I know I can also get in touch with Childline at 0800 1111

Signed: _____ Dated: _____

Review Schedule

Policy Author	Data Protection Officer (DPO)
Policy Approver	Trust Chief Operating Officer
Current Policy Version	2.0
Policy Effective From	1st September 2026
Policy Review Date	By 31st August 2027

Revision Schedule

Version	Revisions	By whom
1.0	Original document produced	DPO
1.1	Updated in line with KCSIE 2020 and COVID-19 (insertion of point 2, insertion of point 17; all other points reviewed, some with minor amendments made).	DPO
1.2	Reviewed in line with KCSIE 2021. Minor updates to bullet points 1, 2 and 17. Added Childline information to signature area of agreement.	DPO
1.3	Reviewed in line with KCSIE 2022. New bullets 2 and 6 (old bullet 22 deleted) . Document rebranded.	DPO
1.4	Reviewed in line with KCSIE 2023. New bullets 14 and 17 relating to filming fights and pretending to be someone else online.	DPO
1.5	Reviewed in line with KCSIE 2024. Minor updates including additional wording around AI to bullet 17.	DPO
1.6	Reviewed in line with KCSIE 2025. Added to bullet 12 and 25.	DPO
2.0	Updated throughout including detail regarding mobile phone and smart device use.	DPO