



Leading the way in gifted education

ICT Acceptable Use Policy Primary Students Agreement

Rationale

Our school is committed to providing a cyber-safe learning environment to all students. This agreement must be read and acknowledged by all students and parents/guardians prior to the use of any school ICT or Department ICT facilities or services. This agreement applies to all on-site technology, software, loaned devices and personal devices connecting to the school network (including laptops, tablets, cameras and mobile phones*).

ICT Acceptable Use Policy - Primary Students

Document Control				
Version	Updates	Approved by	Approval Date	Review Date
1	First issue	Governing Council/DfE	Unknown	
2	Policy (new layout)	Director Secondary Years	Term 3 2026	Term 3 2027

Acceptable Use

- Use digital tools and the internet for your learning and schoolwork
- Communicate respectfully with other students, teachers and staff
- Follow teacher instructions when using technology
- Tell a teacher straight away if you see anything unsafe or irresponsible
- Only use AI tools approved by the school, and only with a teacher's permission and guidance
- Only use your own computer network account
- Adhere to 'Social Media Minimum Age – SMMA'
- Staying Safe Online (cyber safe)
- Keep myself and others safe by not sharing personal information, including full names, addresses, phone numbers, passwords or images
- Protect my passwords and never share them with others, except my teacher if needed
- Tell a teacher or trusted adult if something online makes me feel unsafe, uncomfortable, or worried

Speaking Up

I will talk to my teacher or another trusted adult if:

- I need help online
- I see unsuitable content
- Someone makes me feel uncomfortable

Learning and Digital Literacy

- Use ICT and the internet to support my learning
- Think carefully about information online and check if it is reliable
- Understand that copying work without permission is plagiarism
- Understand that AI chat apps are not to be used without permission from the teacher
- Ask my teacher before using others' images or work

Respectful and Responsible Use

- Be respectful when communicating online and never take part in cyberbullying
- Use appropriate language and behaviour online

Appropriate Content and School Rules

- Not access or share inappropriate or offensive content
- Use school equipment properly and not interfere with others' work
- Understand that deliberate damage may result in repair costs

Software, Devices and Storage

- Only unauthorised programs or games
- Only use USBs for school-related work
- Understand school USBs remain school property

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Consequences

- Breaches may result in loss of ICT privileges
- Serious breaches will be reported to leadership and parents
- Breakage/damage of device or ICT items may incur a fee/invoice to fix or replace

Unacceptable Use

- Students connecting to the network either on a school device or personal device must comply with the following:
- Using AI tools and platforms without being instructed or facilitated to by a teacher
- Treating/carrying any device carelessly, or in ways that could damage it
- Using your device without your teacher's approval
- Sharing personal information, passwords, names, phone number or email address on the internet
- Using someone else's login details, device or files
- Sharing pictures or words that bully or are harmful to others
- Using information from the internet without recording where you found it (the source)
- Using technology during play time, without permission
- Using the school email not for school purposes
- Accessing sites and information that are inappropriate in our school setting
- Taking photos or videos of others without their permission and the teacher's permission
- Using wireless headphones or earbuds at school. (An exemption can be obtained in exceptional circumstances).

If you have any questions about our Safe Use of ICT Policy, the Department's safeguards, or concerns regarding technology use, you can access the Safer Schools website.

Our school reserves the right to monitor use of ICT devices used by students. Students that misuse devices or use devices in an inappropriate manner may have their access revoked.

*Mobile Phones should not be used at school and must be stored in locked yondr pouches, this policy does acknowledge that exemptions may apply.



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Laptops are a powerful learning tool that, when used effectively, can improve student learning outcomes.