Lancasterian Primary School

Acceptable Use Policy (Staff, Governors & Volunteers /
KS1 Pupils / KS2 Pupils)

Version No.	Date	Approved by	Review Frequency	Review Date
2	Sept 2025	Governors	Annually	Sept 2026

Background

We ask everyone involved in the life of Lancasterian Primary School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and staff, governors and volunteers are asked to read, understand, follow and sign it when starting at the school. All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy. See: **www.lancasterianprimary.co.uk/key-information/policies**

If you have any questions about this AUP or our approach to online safety, please speak to Paul Murphy (DSL) or Dan Brearley (ICT Lead).

What am I agreeing to?

1. I have read and understood Lancasterian Primary School's full Online Safety policy [www.lancasterianprimary.co.uk/key-information/policies] and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay as outlined in the Online Safety Policy.

2. I understand online safety is a core part of safeguarding and part of everyone's job. It is my duty to support a whole-school safeguarding approach and to learn more each year about best-practice in this area. I have noted the section in our online safety policy which describes trends over the past year at a national level and in this school.

3. I will report any behaviour which I believe may be inappropriate or concerning in any way (by adults or pupils) to the Designated Safeguarding Lead (if by a child) or Headteacher/Principal (if by an adult) and make them aware of new trends and patterns that I identify.

4. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents (including for handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media).

5. I understand the principle of 'safeguarding as a jigsaw' where my concern or professional curiosity might complete the picture; online-safety issues (particularly relating to bullying and sexual harassment and violence) are most likely to be overheard in the playground, corridors, toilets and other communal areas outside the classroom.

6. I will take a zero-tolerance approach to all forms of child-on-child abuse (not dismissing it as banter), including bullying and sexual violence and harassment – know that 'it could happen here'! If I am unsure how to address any issues, I will seek support from the DSL.

7. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher and it will be done in the presence of a member staff. The same principles apply for wearable technology. Smart glasses should not be worn in school. Please speak to Paul Murphy (DSL) or Dan Brearley (ICT Lead) if this presents any issue.

8. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language.

9. I will identify opportunities to thread online safety through all school activities as part of a whole school approach in line with the RSHE curriculum, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (which have a unique value for pupils).

10. When overseeing the use of technology in school or for homework or remote teaching, I will encourage and talk with pupils about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites.

11. I will check with Paul Murphy (DSL) or Dan Brearley (ICT Lead) if I want to use any new platform or app that has not already been approved by the school, to ensure this is quality assured. This includes any generative AI apps.

12. I will follow best-practice pedagogy for online safety education, avoiding scaring and other unhelpful prevention methods.

13. I will prepare and check all online sources and classroom resources **before** using them, for accuracy and appropriateness (including ensuring adverts do not play at the beginning of videos). I will flag any concerns about "overblocking" to the DSL (such as if I cannot access teaching materials).

14. I will carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and data protection.

15. I will physically monitor pupils using online devices in the classroom to ensure appropriate and safe use.

16. During any periods of remote learning, I will not behave any differently towards students compared to when I am in school and will follow the same safeguarding principles as outlined in the main child protection and safeguarding policy when it comes to behaviour, ways to contact and the relevant systems and behaviours.

17. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.

18. I know the filtering and monitoring systems used within school and the types of content blocked and am aware of the increased focus on these areas in KCSIE. If I discover pupils or adults may be bypassing blocks or accessing inappropriate material, I will report this to the

DSL without delay. Equally, if I feel that we are overblocking, I shall notify the school to inform regular checks and annual review of these systems.

19. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology both in and outside school, including on social media, e.g. by not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.

20. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. [www.lancasterianprimary.co.uk/key-information/policies] I will report any breach of this by others or attempts by pupils to do the same to the headteacher.

21. If I already have a personal relationship to a pupil or their family, I will inform the DSL/Headteacher of this as soon as possible.

22. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am ever not sure, I will ask first.

23. I will not use any new technology or download any apps without agreement from Paul Murphy (DSL) or Dan Brearley (ICT Lead).

24. I will not use a mobile hotspot to provide internet to any device I use in school.

25. I agree to adhere to all provisions of the school's Cybersecurity and Data Protection Policies [www.lancasterianprimary.co.uk/key-information/policies] at all times, whether or not I am on site or using a school device, platform or network.

26. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.

27. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature. I understand that any breach of this AUP and/or of the school's full Online Safety Policy here [www.lancasterianprimary.co.uk/key-information/policies] may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

28. I will only use AI platforms that have been authorised for use (including those used with pupils and to support administrative tasks), and I will ensure that any use of these platforms is transparent, responsible, appropriate, legal and ethical. I will ensure that I abide by all data protection legislation in relation to using these platforms.

To be completed by the user

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____

Name: _____

Role: _____

Date: _____

To be completed by Paul Murphy (DSL) or Dan Brearley (ICT Lead)

I approve this user to be allocated credentials for school systems as relevant to their role.

Signature:

Name: Dan Brearley

Role: ICT Lead Teacher

Date: _____

LGfL♡

SafeguardED

Acceptable Use Policy (AUP) for
KS1 PUPILS

My name is _____

To stay **SAFE online and on my devices**:

✓

1. I only **USE** devices or apps, sites or games if I am allowed to.

2. I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused.

3. I look out for my **FRIENDS** and tell someone if they need help.

4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult.

5. I **KNOW** that online people aren't always who they say they are and things I read or see are not always **TRUE.**

6. Anything I do online can be shared and might stay online **FOREVER.**

7. I don't keep **SECRETS** 🚫 unless they are a nice surprise.

8. I don't have to do **DARES OR CHALLENGES** ❌ , even if someone tells me I must. Sometimes these can be dangerous.

9. I don't change **CLOTHES** or get undressed in front of a camera.

10. I always check before **SHARING** my personal information or other people's stories, videos and photos.

11. I am **KIND** and polite to everyone.

My trusted adults are:

_____ **at school**

_____ **at home**

_____ **at** _____

Name: _____ **Class:** _____

These statements can keep me and others safe & happy at school and home

I learn online – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.

I behave the same way on devices as face to face in the classroom, and so do my teachers – If I get asked to do anything that I would find strange in school, I will tell another teacher.

I ask permission – At home or school, I only use devices, apps, sites and games if and when I am allowed to. If not sure, I will ask.

I am creative online – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.

I am a good friend online – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.

I am not a bully – I know just calling something fun or banter doesn't stop it may be hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments, images or videos and if I see it happening, I will tell my trusted adults.

I am a secure online learner – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

I am careful what I click on – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.

I ask for help if I am scared or worried – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

I know it's not my fault if I see or someone sends me something bad – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.

If I make a mistake, I don't try to hide it but ask for help.

I communicate and collaborate online – with people I already know and have met in real life or that a trusted adult knows about. I check with a trusted adult before I chat with anyone for the first time, even if they are a 'chatbot'.

I know online friends might not be who they say they are – 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 never pretend to be someone else online – it can be upsetting or even dangerous.

I check with a parent/carer before I meet an online friend the first time; I never go alone.

I don't go live (videos anyone can see) on my own – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.

I don't take photos or videos or people without them knowing or agreeing to it – and I don't create artificial images, videos or deepfakes of others without consent. I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

I keep my body to myself online – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.

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 should say no, stop chatting and tell a trusted adult immediately.

I tell my parents/carers what I do online – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

I follow age rules – 13+ games, apps and films aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.

I am private online – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

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).

I am a rule-follower online – I know that apps, sites and games have rules on how to behave, and age restrictions. I follow rules, block bullies and report bad behaviour, at home and at school.

I am part of a community – I do not say mean things, make fun of anyone or exclude them because they are different. If I see anyone doing this, I tell a trusted adult and/or report it. I talk to others online how I would like to be spoken to.

I respect people's work – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.

I am a researcher online – 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 will not copy anything without permission. If I am not sure I ask a trusted adult.

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I have read and understood this agreement. If I have any questions, I will ask a trusted adult: At school my trusted adults are

_____

Outside school, my trusted adults are _____

Signed: _____   Date: _____

I know I can also get in touch with [Childline](#) on **0800 1111**