

Elham Church of England Primary School

Creating lifelong learners guided by God's teaching.



Acceptable Use Policy

September 2026

Our School Vision

At Elham, we believe that every child is a unique gift from God, with their own potential to flourish and grow. Guided by Christian faith and love, our school is a nurturing community where all are welcomed, valued, and inspired to aim high, act with compassion, and live with integrity. We instill a deep sense of **faith**, hope, and purpose, encouraging our pupils to act with **empathy** and serve others with love.

We are committed to **achievement for all**, ensuring that every child—regardless of background or starting point—is supported and challenged to thrive. We are guided by a belief in encouraging children to dream boldly and persevere with purpose. Learning is our purpose and commitment.

We are a **community**, deeply rooted in our rural location and influenced strongly by our local parish. We are here for our children and their families, and we recognise the central role we play as a part of our village.

We celebrate ambition and through a rich and inclusive curriculum, we help our children grow into confident, kind, and thoughtful individuals who make a positive difference in the world.

Our Narrative

New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" 6 He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money^[a] to feed them!" 8 Then Andrew, Simon Peter's brother, spoke up. 9 "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) 11 Then Jesus took the loaves, gave thanks to God, and distributed them to the

people. Afterwards he did the same with the fish. And they all ate as much as they wanted. 12 After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." 13 So they picked up

the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves. 14 When the people saw him^[b] do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"^[c]

Elham Church of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with three guiding values: faith, achievement, community and empathy. Elham aims to be a school at the centre of its community, where children are proud to attend. An example of outstanding Christian education, rooted in faith, love and empathy.

Purpose and Scope

This Acceptable Use Policy sets out the expectations for the safe, responsible and appropriate use of technology and online services at Elham Primary School.

The policy applies to all pupils, staff, governors, volunteers and visitors who use the school's technology, systems or internet connection. This includes school-owned computers, laptops, tablets, interactive displays and other devices, as well as school accounts, networks, online platforms and other digital services provided or used by the school.

The policy applies whenever school technology or accounts are being used, including where school devices or accounts are accessed away from the school site.

The policy should be read alongside the school's **Safeguarding and Child Protection Policy**, **Data Protection Policy** and other relevant school policies.

Acceptable Use

Technology at Elham Primary School is provided to support teaching, learning, communication and the effective operation of the school. All users are expected to use school technology, systems and online services safely, responsibly and appropriately.

Users must:

- use technology in accordance with this policy and any additional instructions provided by the school;
- use school technology primarily for its intended educational or school-related purpose;
- respect other people's privacy, safety, dignity and property when using technology;
- take reasonable care of school equipment and report any damage, loss or faults promptly;
- keep their passwords and account information secure and not allow others to use their accounts;
- follow the school's expectations regarding appropriate online communication and behaviour; and
- report any online content, communication, behaviour or incident that causes concern to an appropriate member of staff.

Use of technology should always support the school's values and expectations for behaviour.

Unacceptable Use

Users must not use school technology, systems or internet access to:

- access, create, download, store or share material that is illegal, discriminatory, threatening, abusive, sexually explicit or otherwise inappropriate;
- bully, harass, intimidate, threaten or deliberately upset another person;
- create, share or distribute images, videos or other content of another person without their permission, particularly where doing so could cause harm or embarrassment;
- impersonate another person or access another person's account without permission;
- share passwords, login details or other confidential information belonging to themselves or others;
- deliberately attempt to bypass, disable or circumvent the school's filtering, monitoring, security or other technical controls;

- deliberately introduce viruses, malware or other harmful software, or otherwise attempt to damage school systems or equipment;
- download or install software, applications or browser extensions without permission;
- use school technology to commit or facilitate any criminal or unlawful activity;
- access or use another person's personal information without permission; or
- use technology in any way that is contrary to the school's policies, safeguarding procedures or expectations for behaviour.

Any user who accidentally accesses inappropriate material should **not attempt to hide it or continue viewing it**. They should close the material, where safe to do so, and **report it immediately to a DSL or member of staff**.

Passwords and Account Security

All users are responsible for keeping their school accounts and passwords secure.

Users must:

- keep their passwords confidential and not share them with anyone else;
- use strong passwords or passphrases where required by the school;
- not use another person's account or allow another person to use their account;
- log out of school systems when they have finished using them, particularly on shared devices;
- report suspected loss, theft or compromise of a password or account to a member of staff as soon as possible; and
- not attempt to access systems, files or information for which they do not have permission.

Staff should take particular care when accessing school systems containing **personal or confidential information**, ensuring that screens and devices cannot be accessed by unauthorised people.

Personal Data and Privacy

All users must respect the privacy of others when using school technology, systems and online services.

Users must:

- only access personal information where they have permission and a legitimate reason to do so;
- keep personal and confidential information secure and not share it with people who are not authorised to receive it;
- not share another person's personal information, photographs or videos without appropriate permission;
- take care when entering personal information into online services, websites and applications;
- follow the school's Data Protection Policy and any instructions given by the school about the handling of personal information; and
- report any suspected loss, accidental disclosure or inappropriate sharing of personal information to a member of staff as soon as possible.

Pupils should not be asked to provide personal information online unless this is necessary for a legitimate school purpose and they have been given appropriate guidance.

Online Communication and Social Media

All users are expected to communicate online in a respectful, appropriate and responsible manner. The school's expectations for behaviour apply equally to online communication and interactions as they do in person.

Users must:

- communicate politely and respectfully and must not use technology to bully, harass, threaten, intimidate or deliberately upset others;
- consider carefully what they write, post, share or forward before doing so;
- not create, share or forward content that could harm, embarrass or humiliate another person;
- not share photographs, videos or recordings of other people without appropriate permission;
- not impersonate another person or create accounts intended to deceive others;
- report online bullying, inappropriate communication or other online concerns to an appropriate member of staff;
- respect the confidentiality of information relating to pupils, families, staff and the school; and
- not use personal social-media accounts to communicate with pupils in accordance with the school's safeguarding procedures.

Staff must maintain appropriate professional boundaries when communicating with pupils and families online and should use school-approved communication channels for school-related communication.

The school does not expect staff, pupils or parents/carers to engage with one another through personal social-media accounts for school-related purposes.

Personal Devices

Pupils should not use personal mobile phones, tablets, smartwatches or other internet-enabled personal devices during the school day, unless specifically authorised by a member of staff for an educational, medical or other agreed purpose.

Any permitted use of a personal device must comply with this Acceptable Use Policy and the school's other relevant policies.

Staff should not use personal mobile phones, smartwatches or other personal devices during the school day when in the presence of pupils, unless they have been given specific authorisation by the Headteacher for a personal, medical or other agreed purpose. This expectation is in place to safeguard both pupils and staff.

Artificial Intelligence (AI)

Artificial Intelligence (AI) tools can provide valuable opportunities to support teaching and learning, but they must be used safely, responsibly and appropriately.

All users must:

- use AI tools only where their use has been authorised by the school and for an appropriate educational or school-related purpose;
- follow any instructions or restrictions provided by the school when using AI tools;
- understand that AI-generated information may be inaccurate, incomplete, biased or inappropriate, and check information before relying on or sharing it;
- not use AI to create, generate or share content that is harmful, offensive, discriminatory, misleading or otherwise inappropriate;
- not enter personal, sensitive, confidential or identifying information about themselves or another person into an AI tool unless specifically authorised by the school;
- respect copyright, intellectual property and the rights of others when using AI-generated content;

- be honest about their use of AI and not present AI-generated work as entirely their own where this would be misleading or contrary to the school's expectations;
- not use AI to impersonate another person, create deceptive content or deliberately mislead others; and
- report any AI-generated content or interaction that causes concern or may present a safeguarding risk to a member of staff.

Pupils

Pupils will only use AI tools where this has been permitted by a member of staff and where they have been given appropriate guidance on their safe and responsible use.

Pupils must not use AI to complete work in a way that prevents them from demonstrating their own learning or understanding.

Staff

Staff may use AI tools to support their professional work where this is permitted by the school. **Staff must ensure that they do not enter confidential, personal or sensitive information about pupils, families or colleagues into AI tools** unless the school has specifically authorised the use of that tool for such information.

Staff remain responsible for checking the accuracy and appropriateness of AI-generated content before using or sharing it.

Filtering and Monitoring

Elham Primary School uses filtering and monitoring systems to help protect pupils and staff from harmful or inappropriate online content and to identify potential safeguarding concerns.

Users should be aware that their use of school devices, networks, accounts and online services may be monitored and recorded for safeguarding, security and operational purposes.

The school may review online activity where there is a legitimate safeguarding, security or behavioural concern. This may include reviewing websites visited, searches, communications, files or other activity undertaken using school technology or accounts.

Users must not attempt to disable, bypass or circumvent the school's filtering, monitoring or other security systems. Any attempt to do so will be treated as a breach of this policy.

The school will respond appropriately to concerns identified through filtering and monitoring, in accordance with its safeguarding procedures and other relevant policies.

Safeguarding and Reporting

Online safety is a safeguarding responsibility and concerns arising from the use of technology or online services will be dealt with in accordance with the school's safeguarding procedures.

All users are encouraged to report concerns promptly. This includes:

- seeing or receiving inappropriate, harmful or upsetting content;
- online bullying, harassment or threatening behaviour;
- concerns about another person's behaviour online;
- contact from someone online that causes concern;
- suspected grooming, exploitation or other harmful behaviour;
- the inappropriate sharing of personal information, photographs or videos;
- suspected hacking, account compromise or other security concerns; and
- any other online activity that may place a pupil or another person at risk of harm.

Pupils should tell a trusted adult as soon as possible if something online makes them feel worried, uncomfortable, upset or unsafe.

Staff must report safeguarding concerns in accordance with the school's **Safeguarding and Child Protection Policy** and should not attempt to investigate safeguarding concerns themselves beyond what is necessary to ensure immediate safety.

Where appropriate, concerns will be escalated to the Designated Safeguarding Lead and may be referred to other agencies in accordance with the school's safeguarding procedures

Consequences and Sanctions

Failure to comply with this Acceptable Use Policy may result in the withdrawal or restriction of access to school technology, systems or online services.

For pupils, any response will be proportionate to the nature and seriousness of the incident and will take into account the individual circumstances of the pupil. This may include:

- a discussion with a member of staff;
- increased supervision when using technology;
- temporary restriction or withdrawal of access to school technology;
- informing parents/carers; and
- further action in accordance with the school's Behaviour Policy or Safeguarding and Child Protection Policy, where appropriate.

Serious incidents must be referred to the Headteacher and may require further safeguarding, disciplinary or external action where appropriate.

For staff, governors, volunteers and visitors, failure to comply with this policy may result in appropriate action in accordance with the relevant school procedures, including disciplinary or safeguarding procedures where necessary.

Where a breach involves illegal activity, the school will report the matter to the appropriate authorities.

Staff Responsibilities

All staff are responsible for:

- modelling safe, responsible and respectful use of technology;
- following this Acceptable Use Policy and all relevant school policies and procedures;
- using school-approved systems and platforms when communicating with pupils and families;
- maintaining appropriate professional boundaries when using technology and communicating online;
- protecting personal, confidential and school information;
- reporting safeguarding, data protection or other concerns promptly through the appropriate school procedures; and
- ensuring that pupils are appropriately supervised when using technology and are supported to develop safe and responsible online behaviours.

Staff should not use school technology or accounts for purposes that could bring the school into disrepute or compromise the safety, privacy or wellbeing of pupils, colleagues or other members of the school community.

Parent/Carer Responsibilities

Parents and carers are encouraged to support the school in helping children develop safe and responsible online behaviours.

Parents and carers should:

- discuss online safety with their children and reinforce the expectations set out in the school's pupil Acceptable Use Policy;
- encourage their children to tell a trusted adult if something online makes them feel worried, uncomfortable or unsafe;
- support the school's approach to the safe and responsible use of technology; and
- raise concerns about online safety or the use of school technology with the school through the appropriate channels.

Review and Monitoring

This Acceptable Use Policy will be reviewed regularly by the Headteacher and Governing Body to ensure that it remains appropriate, effective and aligned with current statutory guidance, safeguarding requirements and the technology used within the school.

The school will review the effectiveness of its Acceptable Use Policy through, where appropriate:

- feedback from pupils, staff and parents/carers;
- incidents or concerns relating to the use of technology;
- safeguarding concerns and patterns identified through filtering and monitoring;
- changes to technology, online services or school systems; and
- changes to relevant legislation or statutory guidance.

The policy will be formally reviewed **annually**, or sooner where significant changes in legislation, statutory guidance, technology or the school's circumstances require this.

Related Policies and Guidance

This Acceptable Use Policy should be read alongside the following school policies and guidance:

- **Child Protection and Safeguarding Policy**
- **Data Protection Policy**
- **Behaviour Policy**

- **Attendance Policy**
- **Complaints Policy**, where relevant to concerns raised by parents/carers
- **Staff Code of Conduct**, where relevant to staff use of technology and online communication
- **Keeping Children Safe in Education (KCSIE) 2026** and any other relevant government guidance on online safety and appropriate use.

The school will also have regard to relevant statutory guidance and national guidance relating to online safety, safeguarding, data protection, filtering and monitoring, and the use of Artificial Intelligence in education.

Pupil Acceptable Use of Technology Statements

Early Years and Key Stage 1

- I understand that the school Acceptable Use Policy will help keep me safe and happy online.
- I use the internet safely and responsibly and ask a trusted adult for help when I am unsure.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly and to people I know or when I have permission from a trusted adult.
- I know the school can see what I am doing online when I use school computers/tablets, including if I use them at home.
- I only use Artificial Intelligence (AI) tools when a trusted adult has shown me how to use them safely.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy or worried.
- I know that I should not share photographs or videos of myself or other people without permission.

I can visit www.ceopeducation.co.uk to learn more about keeping safe online.

I know that if I do not follow the school rules:

- I will not be allowed to use the school technology for a fixed period;
- I may not be allowed to use the school technology without adult supervision;
- my parent/carers will be informed; and
- I may lose some of my privileges.

I have read and talked about these rules with my parent/carers.

Key Stage 2

- I understand that the school Acceptable Use Policy will help keep me safe and happy online.
- I use the internet safely and responsibly and know when I need to ask a trusted adult for help.
- I only click on online links and buttons when I understand what they do. If I am not sure, I ask an adult first.
- I understand that not everyone online is who they say they are. I tell a trusted adult if someone online makes me feel uncomfortable, asks me to keep something secret or behaves in a way that concerns me.
- I keep my personal information and passwords safe and never share another person's password or use their account without permission.
- I only send messages and communicate online in ways that are polite, respectful and appropriate. I think carefully about who I am communicating with.
- I know that the school can see what I am doing online when I use school computers, tablets or other school technology, including when I use them at home.
- I understand that what I post, share or say online can be copied, saved and shared with other people and may affect me or others in the future.
- I do not share personal information, photographs or videos of myself or other people without permission.
- I do not create, share or forward unkind, harmful or inappropriate content about other people or myself.
- I understand that information and content online is not always true or trustworthy. I check information carefully and ask an adult if I am unsure.
- I know that I should report harmful, inappropriate or suspicious content, messages or behaviour rather than responding to it or sharing it.
- I only use Artificial Intelligence (AI) tools in ways permitted by my school and when I have been shown how to use them safely.
- I understand that AI can make mistakes and produce information that is untrue or inappropriate. I check AI-generated information and do not automatically believe or share what it tells me.
- I do not enter personal, private or confidential information about myself or anyone else into an AI tool unless a trusted adult has told me it is safe to do so.

I can visit www.ceopeducation.co.uk to learn more about keeping safe online.

I know that if I do not follow the school rules:

- I will not be allowed to use the school technology for a fixed period;
- I may not be allowed to use the school technology without adult supervision;
- my parent/carers will be informed; and
- I may lose some of my privileges.

I have read and talked about these rules with my parent/carers.

Staff Conduct

Staff are expected to use technology, online services and school systems in accordance with this Acceptable Use Policy and the school's Staff Code of Conduct. Teachers are also expected to comply with the **Teachers' Standards**, which set out the professional responsibilities and expectations relating to teachers' conduct, including the requirement to maintain high standards of personal and professional conduct and to safeguard pupils' wellbeing.

Professional expectations relating to staff conduct, professional boundaries and communication are set out in the Staff Code of Conduct and, for teachers, the Teachers' Standards.

This policy was approved by the Governing Body on 2nd September 2026

Signed: *Ed Robbins*
Chair of Governors

Date:

Signed: *Joe Magliocco*
Headteacher

Date:

Pupil Acceptable Use Policy Agreement Form

Elham Church of England Primary School Acceptable Use of Technology Policy – Pupil Agreement

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP) and remote learning AUP.

I agree to follow the AUP when:

1. I use school devices and systems both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature..... (If appropriate)

Date.....