

## Appendix 1: Acceptable Use Policy (AUP) For pupils & parents/carers



# Kensington Avenue Primary School

## Acceptable Use Policy (AUP) For pupils and parents/carers

Date Approved	Sept 2024
Date to be Reviewed	Sept 2025
Version	7

# Overview

At Kensington Avenue Primary School, we are committed to ensuring that all pupils use technology safely, respectfully, and responsibly. We ask all students to agree to and follow this Acceptable Use Policy, which outlines the rules for using the school's ICT systems, internet, and personal devices. By following these guidelines, you help us maintain a positive and secure online environment both at school and at home

When I use the school's ICT equipment, systems and internet **I will:**

- **Ask permission** from a teacher or adult before using the devices or internet.
- **Only use websites and programs** that a teacher or adult has said are safe and appropriate for me to use.
- **Tell my teacher** immediately if:
  - I select a website by mistake.
  - I see something that makes me upset or feel uncomfortable.
  - I receive messages from people I don't know.
- **Use the ICT equipment for educational purposes only.**
- **Be kind and respectful** to others, both online and offline.
- **Look after the school's ICT equipment**, and let a teacher know if something is broken.
- **Keep my username and password safe**, and never share it with others.
- **Never share personal information** (my name, address, telephone number) with people I meet online.
- **Respect copyright** by not copying work from the internet and always giving credit to the sources I use.
- **Visit safe websites** like [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about online safety.
- **Report cyberbullying** immediately if I experience or see it.
- **Communicate politely** and respectfully online, remembering that posts can stay online forever.
- **Log off or shut down** the computer when I'm finished.

**I will not:**

- Access any **inappropriate websites** including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Try to bypass the **school's internet filter**, which is in place to protect me
- **I will not try to use social media** without permission and understand most platforms have a minimum age of 13
- **Attempt to follow or befriend any members of staff on any social platforms.**
- **Open attachments or follow any links**, without first checking with a teacher (if not in Google classroom)
- **Use any inappropriate language when communicating online**, including in chatrooms / Google classroom
- **Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate**
- **Log in to a school device, Google classroom or other learning platform using someone else's details**
- **Arrange to meet anyone in person without first discussing it with my parent or carer, or without adult supervision**

I **understand** that the school will monitor the websites I visit, and that there will be consequences if I don't follow these rules.

I **understand** that all school devices are monitored, even if I use them at home.

**Online Lessons and Google Classroom:**

I will follow school rules when participating in virtual classrooms and always behave as I would in a physical classroom.

**Mobile Phones and Wearable Technology:**

I will not bring mobile phones or wearable smart technology (e.g., smartwatches) to school unless it's for exceptional circumstances, such as for emergencies or walking home alone.

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**Pupil Acknowledgment and Agreement (KS2):**

I have read the rules for using the school's ICT systems, equipment, internet, and personal mobile devices, and I agree to follow them.

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Print Name (pupil) .....

Class.....

Signed (pupil).....

Date.....

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**Parent/Carer Acknowledgment and Agreement:**

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out for using the school's ICT systems, internet, and personal devices, and I will make sure my child understands these rules.

Visit <https://parentsafe.lgfl.net> for helpful tips and resources to support online safety at home.

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Print Name (parent/carers).....

Signed (parent/carers).....

Date.....