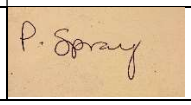
Acceptable Use Policy (AUP)

Spurcroft Primary School & Nursery

This policy is due for review in December 2027

Headteacher	Sign & Date:	
Chair of Governing Board	Sign & Date:	

1. Purpose

This Acceptable Use Policy sets out the expectations for the responsible, safe, and ethical use of digital technology at Spurcroft Primary School & Nursery. It applies to all staff, visitors and students who access or use the school's computers, iPads, mobile devices, internet, and online learning tools, whether on or off school premises.

2. Scope

This policy covers:

- All school-owned hardware and software.
- Any personal devices used to access school networks or learning platforms.
- Internet and email use while on school property or connected to school systems.
- Online communication and collaboration platforms (e.g. Microsoft One Drive, Microsoft Teams, Zoom).

3. General Principles

All users are expected to:

- Use technology for educational or work-related purposes only.
- Act respectfully and responsibly when communicating online.
- Protect the privacy, safety, and wellbeing of themselves and others.
- Follow all school and legal guidelines regarding data protection and copyright.

4. Responsibilities of Students

Students must:

- Use school devices and accounts only with permission and under supervision when required.
- Keep passwords private and never share login details.
- Report anything that makes them feel uncomfortable or unsafe online to a teacher or trusted adult.
- Use respectful language in all online communications.
- Only access age-appropriate websites and approved educational tools.
- Not download, install, or delete software without permission.
- Not share personal information (e.g. full name, address, phone number, photos) online.
- All pupils are expected to sign an Acceptable Use Agreement at the start of Key Stage 2. This is re-shared annually.

5. Responsibilities of Staff

Staff must:

- Model responsible and safe digital behaviour.
- Ensure technology use supports teaching and learning.
- Supervise and guide students in appropriate online conduct.
- Protect student data and follow all relevant data protection laws.
- Use professional accounts for communication with students and families.
- Report breaches of this policy or safeguarding concerns to the Designated Safeguarding Lead.
- All staff are expected to sign an Acceptable Use Agreement annually.

6. Use of Personal Devices

- Personal devices may only be used for school purposes with permission from the Headteacher or IT lead.
- All devices used to access school systems must be password-protected.
- Staff must ensure personal devices do not store or share sensitive student data.

7. Internet and Email Use

- The internet is provided for educational and professional use.
- Users must not visit, download, or share inappropriate, offensive, or illegal material.
- Email should be used courteously and professionally.
- School email accounts must not be used for personal business.

8. Online Safety and Cyberbullying

- The school takes online safety seriously.

- Bullying, harassment, or intimidation of any kind — online or offline — will not be tolerated.
- Any incidents of cyberbullying must be reported immediately to staff.

9. Data Protection and Privacy

- Personal and confidential information must be handled according to school and legal data protection policies.
- Users must not share or post identifiable images or details of students or staff without consent.

10. Breaches of Policy

- Breaches of this policy will be treated seriously.
- For students, breaches may result in restricted access, withdrawal of privileges, or disciplinary action.
- For staff, breaches may lead to disciplinary procedures in accordance with school policy.

11. Review

This policy will be reviewed bi-annually or when significant changes occur in staffing, technology use, or legislation.

This policy is due for review in December 2027

Appendix 1 - Acceptable Use Policy for KS2 Students

Our Rules for Using Computers, iPads, and the Internet

We use computers, iPads, and the internet to help us learn. These rules help everyone stay safe and respectful online.

1. Be Kind and Respectful

- Use kind words when you are online or sending messages.
- Treat others the way you would like to be treated.

2. Stay Safe Online

- Keep your personal information private.
  (Don't share your full name, address, phone number, or passwords.)
- Tell a teacher or trusted adult if something online makes you feel upset or worried.

3. Use Technology for Learning

- Only use the internet, iPads, and computers for school work.
- Go to websites or apps that your teacher says are okay.
- Don't change settings, download games, or delete things without permission

4. Look After Equipment

- Use school iPads and computers carefully.
- Don't eat or drink near them.
- Tell a teacher if something is broken or not working properly.

5. Be Honest and Responsible

- Don't pretend to be someone else online.
- Don't copy or share other people's work as your own.
- Always log off when you finish using a device.

6. If Something Goes Wrong

If you see something that upsets you, or if someone is unkind online:

- Don't reply or share it.
- Tell a teacher or an adult straight away.

Remember:

Using the school's computers, iPads, and internet is a privilege.
If you don't follow these rules, you may not be allowed to use them.

I agree to use computers, iPads, and the internet safely and responsibly at Spurcroft Primary School.

Student Name:

Date: