Abbey Infant School & Nursery

ICT and Internet Acceptable Use Policy (AUP)

**Review Date:** September 2026
**Governing Body Approval:** Autumn Term 2026

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## 1. Introduction and Core Aims

Information and Communications Technology (ICT) is an integral part of the curriculum and daily operations at Abbey Infant School. This policy ensures that all pupils, staff, governors, volunteers, and visitors are responsible users who remain safe online. Online safety is a core component of our overall safeguarding duties.

This policy covers the use of all school-owned digital technology, network infrastructure, internet access, email, cloud services, and any personal devices used on school premises or for school business.

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## 2. Statutory Framework and Key Principles

This policy is underpinned by UK statutory frameworks, including:

- **Keeping Children Safe in Education (KCSIE)** statutory guidance.
- **DfE Filtering and Monitoring Standards** for schools.
- **UK General Data Protection Regulation (UK GDPR)** and the Data Protection Act 2018.

**Core Operating Principles:**

- **Filtering & Monitoring:** The school utilises technical filtering and active monitoring solutions (in line with DfE standards) to block access to harmful content and log search histories. System logs are audited regularly by the Designated Safeguarding Lead (DSL) and Warwickshire IT services.
- **Managed Supervision:** While technical blocks are in place, the primary layer of safety for infant-aged children is **active adult supervision**. Children using digital devices will be directly supervised at all times, including during lessons, break times, lunchtimes, and wrap-around clubs.
- **Inappropriate Content:** Any material deemed illegal, obscene, offensive, or discriminatory is strictly prohibited. If staff or pupils accidentally encounter such content, it must be reported to the DSL immediately.
- **Data Security & Peripherals:** External hardware (e.g., USB sticks, external drives) must be screened and approved by IT services before connection to the network to mitigate malware risks.

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## 3. Staff, Volunteer, and Governor Acceptable Use Agreement

*As a professional, volunteer, or governor at Abbey Infant School, I agree to the following conditions to ensure my safety, the safety of the children, and the security of school data:*

### 🔐 System Security & Data Protection

- **Password Management:** I will protect my network and email passwords, change them regularly as prompted, and never share them with anyone or write them down where they can be seen. I will lock my screen whenever I step away from a device.
- **Data Privacy:** I will handle all personal data securely in compliance with UK GDPR. Pupil records, reports, and sensitive data must only be accessed through the school's approved, secure cloud platforms.
- **Remote Access:** When working remotely, I will log in using the school's authorised secure methods and ensure data remains confidential and out of sight of third parties.
- **Hardware & Downloads:** I will not download software, executables, or unauthorised media onto school systems without explicit IT approval.

### 📱 Professional Boundaries & Digital Communications

- **School Accounts:** I will only use school-sanctioned email accounts and platforms to communicate with parents, staff, or external professionals. I will never use personal email or messaging apps for school business.
- **Mobile Phones & Personal Devices:** In line with safeguarding protocols, personal mobile phones must be kept on silent and out of sight in the presence of children (e.g., stored in staff rooms or lockers during contact time).
- **Images and Media:** I will only capture images or videos of pupils using school-owned cameras or tablets. These must only be uploaded to school-approved platforms and never to personal devices or personal social media.
- **Social Media Presence:** I will ensure my personal social media profiles are set to private and that my online conduct does not bring the school into disrepute. I will not accept or send "friend requests" or communicate with current parents on personal social media platforms.

### Responsible Use of Artificial Intelligence (AI)

- **Data Privacy & Uploads**: I will never input personal, sensitive, or identifiable data about pupils, parents, or staff into public AI tools (such as ChatGPT, Google Gemini, or Copilot). This is a strict breach of UK GDPR.
- **Professional Accountability:** I understand that AI-generated content can contain inaccuracies or biases ("hallucinations"). I will critically review, fact-check, and take full professional responsibility for any AI-generated materials used for lesson planning, resources, or administration.
- **Plagiarism & Assessment**: I will not use AI to generate statutory assessments, formal pupil reports, or official school correspondence without transparency and authorisation from the Senior Leadership Team (SLT).
- **Age-Appropriate Tools:** I will only use AI tools explicitly approved by the school's IT services and ensure that any pupil-facing AI features are fully locked down and age-appropriate.



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## 📢 Safeguarding & Incident Reporting

- **Active Vigilance:** I understand that digital safety is a safeguarding priority. I will actively teach and reinforce age-appropriate online safety messages within the curriculum.
- **Reporting Escalation:** If I become aware of an online safety incident, a child exposing themselves to risk, or a technical failure in the filtering system, I will log it immediately via the school's safeguarding software – CPOMS and notify the DSL.

I have read, understood, and agree to abide by the Staff Acceptable Use Agreement.

Name: _____

Signature: _____ Date: _____

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4. Pupil Acceptable Use Agreement

*Teachers will talk through these golden rules with the children regularly. Parents are asked to sign this alongside their child to support safe habits at home.*

🌟 My Digital Golden Rules

- 🛑 **I always ask an adult** before I use a tablet, laptop, or computer in school and I only use the programmes or apps that have been agreed with my teacher or parent.
- 👀 **I only look at things** my teacher or helper has told me to use.
- 🤐 **I keep my personal information safe.** I will never tell a computer my name, my phone number, or where I live.
- 🤫 **I keep my passwords a secret** for just me, my parents and my teacher.
- 💾 **I will not click "download"** or buy anything on the internet.
- 🤝 **I will be kind** when sending messages or sharing things on school apps or online.
- 🗣️ **I will tell a grown-up straight away** if I see something that makes me feel sad, scared, or uncomfortable.
- 🗣️ I will ask before talking to smart bots. I will ask an adult before talking to a computer or voice assistant (like Alexa, Siri, or AI bots), and I will never tell them my personal secrets.
- **I keep my screen time to a minimum** – under 4 years old, less than 1 hour per day, 5 to 7 years old less than 2 hours per day.

Parent/Carer Support:
*I have discussed these rules with my child and agree to support the school's digital safety guidelines.*

Child's Name: _____

Parent Signature: _____ Date: _____