



Wittersham Church of England Primary School Acceptable Use of Technology Policy

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum, and experiences that promote courage and a strong moral purpose underpinned by our Christian values; preparing them to become compassionate citizens within our rural community and the wider world

Revision History

Version	Date	By	Description
V01	March 2023	G.Hawkins	Annual Review
V02	February 2024	G.Hawkins	Annual Review

'On a voyage of discovery; learning and growing together in the light of God'

Compassion

Courage

Cooperation

V03	February 2025	Stella Coulson	Annual Review
V04	April 2026	Stella Coulson	Annual Review

Key Contact Personnel

- Nominated Member of Leadership Staff Responsible for the policy: Stella Coulson
- Designated Safeguarding Lead: Stella Coulson
- DSLs: Carly Catt, Lynsey Scott, Claire Sterriker-Rhodes
- Safeguarding Governor: John Collins

Learner Acceptable Use of Technology

Early Years and Key Stage 1 (0-6) Acceptable Use Policy

At Wittersham Church of England Primary School, we understand the importance of keeping children safe and happy online. By following this Acceptable Use Policy, we help pupils develop positive online habits from an early age.

My Online Rules

- I only use the internet when an adult is with me.
- I only click on links and buttons when I know what they do. If I am unsure, I will ask an adult first.
- I keep my personal information and passwords safe.
- I only send polite and friendly messages online.
- I know that the school can see what I am doing online when I use school computers, laptops, and tablets, even when I am learning from home.
- If something online makes me feel upset, unhappy, or worried, I will always tell an adult, teacher, or member of staff straight away.

I can visit www.thinkuknow.co.uk to learn more about staying safe online.

If I Do Not Follow the Rules

The school's Behaviour Policy will be followed.
I may not be allowed to use devices in school.

Talking About Online Safety

I have read these rules and talked about them with my parents/carers.
I understand how to stay safe when using devices and the internet.

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Key Stage 2 (7-11) Acceptable Use Policy

At Wittersham Church of England Primary School, we are committed to helping students stay safe, responsible, and respectful online, both at home and at school. By following this policy, we can create a safe and positive online environment for everyone.

Safe Online Behaviour

- I will behave online the same way I behave in the classroom.
- I only send polite and friendly messages.
- I will only post pictures or videos online if they are safe, and appropriate, and I have permission.
- I will only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I understand that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately tell an adult.

Learning Online

- I know that phones and personal devices are not allowed for use in school.
- I will always ask permission from an adult before using the internet.
- I will only use websites and search engines that my teacher has chosen.
- I will use school devices for school work unless I have permission otherwise.

Being a Trusted User

- I know that not everything or everyone online is honest or truthful.
- I will check content on other trusted websites, books, or with a trusted adult.
- I will always credit the person or source that created any work, images, or text I use.
- Being Responsible Online
- I will keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a staff member has allowed me to.

Understanding the Online Environment

I understand that the school's internet filter is there to keep me safe, and I will not try to bypass it.

I know that all school devices and systems are monitored to help protect me, including when I use them at home.

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

I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about staying

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safe online.

Consequences for Not Following the Rules

I know that if I do not follow the school rules, the school's Behaviour Policy will be followed, and I may not be able to use devices in school.

Staying Safe Online – Pupil Agreement

- If I see anything online that I should not, or that makes me feel worried or upset, I will minimise the page or close the device (if I can) and tell an adult straight away. I will not share it with other pupils.
- If I am aware of anyone being unsafe when using technology, I will report it to a teacher or trusted adult.
- I understand that it is not my fault if I see something upsetting or if someone sends me something inappropriate. I will always talk to an adult if I feel worried, unsure or frightened.
- I understand that the school's Acceptable Use Policy helps keep me safe and happy online, both at home and at school.
- I will not deliberately search for bad language, inappropriate images, or violent or unsuitable games. If I come across anything like this, I will report it straight away.
- I understand that I can use the internet at school for learning and other appropriate purposes. If I do not use it responsibly, I may not be allowed to use it.
- I will keep my password safe and will not share it with anyone. I will log off when I have finished using a device.
- I will keep my personal information safe. I will not share my address, phone number, school name, or photos of myself without permission from a trusted adult.
- I will not arrange to meet anyone I have met online without speaking to a trusted adult first.
- If I receive unpleasant, rude or bullying messages, I will not reply. I will save them and show them to a teacher or adult.
- I will always be honest online and will not pretend to be someone else.
- I will check with an adult before downloading anything. I understand that not everything online is true or safe.
- If I bring a memory stick or other device from home, I will give it to a teacher to check before using it.
- I will be polite and respectful when communicating online and will not say anything that could upset or hurt others.
- I understand that I am not allowed to use personal email, social networking sites or messaging services in school.
- If I bring a mobile phone or smart device to school, I will hand it in to the office and collect it at the end of the day.
- I understand that all school devices, systems and internet use are monitored to help keep me safe, including when used at home.
- I will tell a teacher or trusted adult if anything online makes me feel uncomfortable or worried, including when using games, websites or apps.

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Wittersham Church of England Primary School

Acceptable Use of Technology – Learner Agreement

At Wittersham, we use technology to support our learning, help us stay connected, and prepare us for the wider world. Guided by our values of **courage, cooperation and compassion**, we all have a responsibility to use technology safely, respectfully and wisely.

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

I agree to follow these expectations whenever I use technology:

1. When I use school devices and systems, both in school and at home.
2. When I use my own devices outside of school to access school systems or communicate with members of the school community.

I understand that these expectations are in place to keep me and others safe, and to help everyone enjoy a positive and respectful online environment.

Name

Signed

Class

Date

Parent/Carer's Name

Parent/Carer's Signature

Date

Wittersham Church of England Primary School**Acceptable Use of Technology – Parent/Carer Agreement**

At Wittersham, we believe that working together with families is key to keeping children safe online. Guided by our values of **courage, cooperation and compassion**, we aim to support all children in using technology safely, responsibly and respectfully.

I have read and discussed the school's Learner Acceptable Use of Technology Policy (AUP) with my child, and I understand that it is designed to help keep them safe online.

I understand that the AUP applies to my child's use of school devices and systems both in school and at home. This includes the use of mobile phones, laptops, iPads and other technologies, and may also apply where online behaviour outside of school impacts the safety, wellbeing or reputation of others within the school community.

I understand that:

- The school takes every reasonable precaution, including filtering and monitoring systems, to safeguard pupils when using school technology.
- Use of school devices and systems may be monitored in line with data protection and safeguarding requirements.
- The school cannot be held responsible for content accessed outside of its systems, particularly when children are using personal devices at home.

I am aware that my child will receive ongoing online safety education to support them in understanding how to stay safe when using technology both in and out of school.

As a parent/carers, I agree to:

- Support the school's safeguarding and online safety approaches
- Monitor and guide my child's use of the internet and technology at home in an age-appropriate way
- Provide a safe and suitable environment for remote or online learning, where required
- Talk regularly with my child about online safety and responsible behaviour
- Model positive and respectful online behaviour, including when sharing images, videos or messages
- Ensure that neither I nor my child share content that could upset, harm or offend members of the school community

I understand that if the Acceptable Use Policy is not followed, the school may take appropriate action in line with its behaviour and safeguarding policies. This may include further involvement from external agencies where necessary.

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I know that I can contact the Designated Safeguarding Lead (Stella Coulson) or my child's class teacher if I have any concerns about online safety.

I have read, understood and agree to support the Wittersham Church of England Primary School Acceptable Use of Technology Policy.

Child's Name

Child's Signature (if appropriate)

Class

Date

Parent/Carer's Name

Parent/Carer's Signature

Date

Wittersham Church of England Primary School

Acceptable Use of Technology – Staff Agreement

At Wittersham, we recognise that technology plays a vital role in teaching, learning and communication. As a school committed to safeguarding and guided by our values of **courage, cooperation and compassion**, all staff are expected to use technology in a professional, lawful and ethical manner at all times.

By signing this agreement, staff acknowledge their understanding of the expectations outlined and their responsibility to model safe, responsible and respectful use of technology.

Policy Scope

I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of all technology systems and services provided by, or accessed through, Wittersham Church of England Primary School, both on-site and off-site.

This includes:

- School devices (e.g. laptops, tablets, mobile phones, cameras)
- School networks, systems and data
- Email and communication systems
- Remote and online learning platforms
- Online and offline communication technologies

I understand that this policy should be read alongside the staff code of conduct, safeguarding policies and remote learning guidance, and that it does not provide an exhaustive list of expectations. All use of technology must be consistent with school policies, safeguarding guidance and the law.

Use of School Devices and Systems

- I will use school equipment and systems primarily for professional and educational purposes.
- Any personal use will be reasonable, limited and in line with school expectations.
- I will ensure that my use of technology does not interfere with my professional responsibilities.
- I will follow all guidance when delivering or supporting remote learning.

Data Protection and System Security

- I will ensure that all systems are secure by logging out or locking devices when unattended.

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Cooperation

- I will use strong, secure passwords and will not share these with others.
- I will protect devices from loss, theft or unauthorised access.
- I will not open links or attachments from unknown or suspicious sources and will report concerns to the ICT support lead.
- I will not install software or hardware without permission.

I understand my responsibilities under data protection legislation, including GDPR, and will ensure that:

- Personal data is processed lawfully, fairly and securely
- Sensitive information is not stored on personal devices
- Data removed from site is appropriately protected
- School systems are not used to store personal (non-work) information

I understand that misuse of systems may constitute a criminal offence under the Computer Misuse Act 1990.

Safeguarding and Use of Images

- I will only use school-provided or authorised devices to take photographs or videos of pupils.
- All images will be appropriate, necessary and in line with the school's Photography and Image Use Policy.
- Images will only be shared or published where appropriate consent has been obtained.

Classroom Practice

- I will model safe and responsible use of technology at all times.
- I will actively promote online safety through teaching and everyday practice.
- I will create an environment where pupils feel safe to report concerns.
- I will ensure that all online safety resources and activities are appropriate and supportive.
- I will report any concerns or safeguarding issues to the Designated Safeguarding Lead (DSL).

Mobile Devices and Smart Technology

- I will use mobile devices and smart technology in line with the school's Mobile Technology Policy and staff code of conduct.
- I will ensure that use of such devices does not impact on my professional role or responsibilities.

Online Communication and Social Media

- I will ensure that all online communication is professional and appropriate.
- I will only communicate with pupils and parents/carers using school-approved systems.

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- I will not share personal contact details with pupils or parents/carers.
- I will not engage with pupils or parents/carers via personal social media accounts.
- I will not share school-related information, images or discussions on social media.

If I am contacted inappropriately online, I will not respond and will report this to the Headteacher or DSL.

Professional Conduct Online

- I will not access, create or share any inappropriate, offensive or illegal content.
- I will not engage in any online behaviour that could bring the school into disrepute.
- I will respect copyright and intellectual property rights.

Reporting Concerns

- I will report any concerns about pupil safety, behaviour or wellbeing in line with safeguarding procedures.
- I will report concerns about staff to the Headteacher in line with the allegations policy.
- I will seek guidance if I am unsure about any aspect of safe technology use.

Monitoring and Compliance

I understand that:

- The school may monitor the use of its systems to ensure safety and compliance
- Monitoring will be proportionate and in line with data protection and privacy legislation

I understand that failure to follow this policy may result in disciplinary action in line with the staff code of conduct. Where appropriate, external agencies, including the police, may be involved.

Agreement

I have read, understood and agree to follow the Wittersham Church of England Primary School Acceptable Use of Technology Policy.

Name

Signed

Role

Date

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Staff Acceptable Use of Technology – Acknowledgement

I have read, understood and agree to comply with the Wittersham Church of England Primary School Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off-site.

Name of Staff Member

Signed

Date

Visitor and Volunteer Acceptable Use of Technology

At Wittersham, safeguarding is at the heart of everything we do. All visitors and volunteers are expected to understand and follow our expectations for safe, responsible and professional use of technology. Guided by our values of **courage, cooperation and compassion**, we work together to ensure a safe environment for all.

Policy Scope

I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of any technology accessed as part of my role within Wittersham Church of England Primary School.

This may include:

- Laptops, tablets, mobile phones and cameras
- School networks, systems and data
- Email and communication systems
- Remote learning platforms and other digital technologies

I understand that this policy should be followed alongside the school's safeguarding policies and staff code of conduct, and that it does not provide an exhaustive list. All use of technology must reflect the school's ethos and safeguarding responsibilities.

Data Protection and Image Use

- I will ensure that any personal data I may access is handled in line with Data Protection legislation, including GDPR.
- I understand that I am **not permitted to take photographs or videos of pupils** under any circumstances, in line with the school's Photography and Image Use Policy.

Classroom Practice

- I will follow all expectations regarding the safe use of technology in the classroom and other learning environments.

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- I will support staff in reinforcing safe and appropriate behaviour when technology is used.
- I will immediately report any concerns, including access to inappropriate or harmful material, to the Designated Safeguarding Lead (DSL).
- I will respect copyright and intellectual property rights and will not use or share protected content without permission.

Mobile Devices and Smart Technology

- I understand that personal mobile phones and devices must not be used on-site, except in the staff room when no children are present, in line with the school's Mobile Technology Policy.

Online Communication and Social Media

- I will ensure that my use of technology and social media reflects my role within the school and maintains professional standards.
- I will not share or discuss any information relating to pupils, staff, families or school business online.
- I will ensure that my online behaviour does not bring the school into disrepute.

Professional Boundaries

- Any communication with pupils, parents/carers or staff will:
 - Be professional and appropriate
 - Take place only through school-approved communication systems
 - Be open to scrutiny
- I will not use personal devices, email addresses or social media to communicate with pupils or parents/carers.
- Any pre-existing relationships which may impact professional boundaries will be shared with the Headteacher or DSL.

Policy Compliance and Safeguarding

- I will not access, create or share any illegal or inappropriate material.
- I will not engage in behaviour that could harm others or compromise the safety of the school community.
- I will report any concerns about the safety or wellbeing of pupils to the DSL.
- I will report concerns about staff to the Headteacher, in line with safeguarding procedures.

I understand that:

- The school may monitor the use of its systems to ensure safety and compliance
- Failure to follow this policy may result in appropriate action
- Where necessary, concerns may be referred to external agencies, including the police

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Agreement

I have read, understood and agree to comply with the Wittersham Church of England Primary School Visitor/Volunteer Acceptable Use of Technology Policy.

Name of Visitor/Volunteer

Signed

Date

Wi-Fi Acceptable Use Policy

At Wittersham, safeguarding is central to all that we do. All members of our school community are expected to use the school's Wi-Fi safely, responsibly and in line with our values of **courage, cooperation and compassion**.

Use of the school Wi-Fi system must always support learning, protect individuals and maintain the security of school systems.

Policy Scope

This policy applies to all members of the school community, including staff, pupils, visitors and volunteers, who access the school's wireless network.

All users are expected to:

- Protect data and information systems from unauthorised access, damage or misuse
- Use technology in line with the school's ethos, policies and the law
- Follow all relevant policies, including the Acceptable Use of Technology Policy (AUP), safeguarding, behaviour and online safety policies

Wi-Fi Access

- The school provides Wi-Fi primarily for educational and professional use
- Guest access may be provided and is password-protected
- Access may be restricted or withdrawn at any time

Responsibility and Liability

- The school does not accept responsibility for the security, safety or loss of personal devices brought onto the premises
- Use of the school's Wi-Fi network is at the user's own risk
- The school is not liable for any damage, data loss or security breach resulting from use of the network

Lawful Use

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All users must ensure that Wi-Fi and associated systems are used lawfully.

I understand that under the Computer Misuse Act 1990 it is a criminal offence to:

- Gain unauthorised access to computer systems
- Access systems with intent to commit further offences
- Modify data or systems without permission

Security Expectations

- I will ensure that any device connected to the school Wi-Fi is secure and up to date
- I will not share passwords or security information
- I will not leave devices unattended without locking or logging out
- I will not attempt to bypass filtering or security systems
- I will not install unauthorised software or applications

I understand that wireless networks are not fully secure and that use is at my own risk.

Appropriate Use

- I will use the school Wi-Fi in a safe, responsible and respectful way
- I will not access, download, upload or share any material that is illegal, harmful, inappropriate or offensive
- I will not engage in any behaviour that could harm others or bring the school into disrepute
- I will respect copyright and intellectual property rights

Monitoring and Safeguarding

- I understand that the school may monitor Wi-Fi use to ensure safety and compliance with policies
- Monitoring will take place in line with data protection and privacy legislation
- The school may restrict or remove access where misuse is identified

I will:

- Report any online safety concerns, inappropriate content or filtering breaches to the Designated Safeguarding Lead (DSL)
- Seek support if I am unsure about safe or appropriate use

Where necessary, concerns may be referred to external agencies, including the police.

Bandwidth and Network Management

- The school reserves the right to manage and limit network access to ensure reliability and fair use for all users

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Agreement

I have read, understood and agree to comply with the Wittersham Church of England Primary School Wi-Fi Acceptable Use Policy.

Name

Signed

Date