



Child/Pupil/Student Acceptable Use of Technology Form

Early Years and Key Stage 1 (0-6)

- I understand that the St Edmund's School rules will help keep me safe and happy when I go online.
- I only go online when a Teacher is with me.
- I check with a Teacher before I click on links or things online.
- I keep my personal information and passwords safe.
- I only send polite and friendly messages online.
- I know the St Edmund's School can see what I am doing online when I use St Edmund's School computers/tablets
- If I see something online that makes me feel upset, unhappy, or worried, I will always tell a Teacher or grown up.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11)

I understand that the St Edmund's School Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will be kind and respectful online, just like I am in school.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if I know what they do, or I will ask a safe adult first.
- I will only chat with people I know online, or I will ask a safe adult to help me decide if someone I don't know is safe to speak with online.
- If someone online asks to meet me, I will tell a safe adult straight away.

Learning

- I follow the St Edmund's School rules about mobile phones and smart technology. If I bring a mobile phone or smart device to school I will not use it during the St Edmund's School day, unless a member of staff has agreed this.
- I always ask permission from an adult before using the internet.
- I only use websites, tools and/or search engines that my teacher has chosen or given me permission to use.
- I use St Edmund's School devices for St Edmund's School work unless I have been told otherwise.
- If I need to learn online at home, I will follow the same rules in this policy.

True

- I know that some things or people online might not be honest or truthful.
- If I'm unsure if something online is true, I will check other websites, books, or ask a safe adult.
- I always credit the person or source that created any work, images, or text I use.
- I will only use Artificial Intelligence (AI) tools when my teacher or another safe adult says it is allowed.
- I will not put personal information about me or anyone else into AI tools. I will not use AI to make fake images, voices, videos or messages about other people.

Responsible

- I 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 member of staff has allowed me to.

Tell

- If I see anything online that makes me feel worried, upset, or frightened, I will ***tell an adult immediately.***
- If I am aware of anyone being unkind or unsafe with technology, I will report it to a teacher or another safe adult.
- If an AI tool shows me something worrying, unkind, rude, violent, confusing or unsafe, I will stop and tell a safe adult.
- I understand that the adults at St Edmund's School are responsible for keeping me safe; they may need to speak to other safe adults, or my parents/carers, if I tell them about something that has happened online.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to seek help.

Understand

- I understand that the St Edmund's School internet filter is there to protect me, and I will not try to bypass it.
- I know that all St Edmund's School owned devices and networks are checked/monitored to help keep me safe, even if I use them at home. This means someone at the St Edmund's School may be able to see and/or check my online activity when I use St Edmund's School devices and/or network] if they are worried about my or anyone else's safety or behaviour.
- If I bring a mobile phone or other device to school I will follow the rules. I know that it is to be stored securely. I will not use it during the St Edmund's School day unless a member of staff has agreed this.
- I understand that my behaviour online can affect others and I will not behave in a way that will upset, frighten or embarrass others.
- I have read and talked about these rules with my parents/carers.
- I know that if I do not follow the St Edmund's School rules then I may receive a disciplinary response from the school in accordance with the Behaviour Policy.

Key Stage 3/4/5 (11-18)

- I understand that the St Edmund's School Acceptable Use Policy will help keep me safe and happy online at home and at school.
- I know that St Edmund's School computers, tablets, laptops, and internet access have been provided to help me with my learning, and that other use of technology may not be allowed.
- If I am not sure if something is allowed, I will ask a member of staff.
- I understand that the St Edmund's School internet filter is there to protect me, and I will not try to bypass it.
- I understand that it may be a criminal offence or a breach of the St Edmund's School policy to download or share inappropriate pictures, videos, or other material online.
- I know that my use of school-provided devices, accounts, systems and internet access will be monitored to help keep people and systems safe and to check that I am following the AUP.
- I am responsible for keeping my accounts and technology secure. I will keep my personal information and passwords private, and I will log off when I have finished using computers or devices.
- If I need to learn online at home, I will these rules and guidelines.
- I know it can be a criminal offence to gain unauthorised access to systems ('hacking'), make, supply or obtain malware or send threatening and offensive messages.
- I will not attempt to access or change other people's files, accounts, or information.
- I will only change the settings on the computer if a teacher or technician has allowed me to.
- I know that use of the St Edmund's School ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I will only use AI tools that have been approved by the St Edmund's School and only in the ways staff have explained. I will not enter personal or private information about myself or others into AI tools. I will not use AI to impersonate others, create fake or manipulated images, audio or video, bully, harass, threaten, humiliate or mislead anyone. I understand that AI-generated content may be inaccurate, biased, harmful or misleading, and I remain responsible for checking information and for the work I submit.
- I will respect other people's information and copyright, for example, by giving a reference/source, ensuring any work submitted is my own, and asking permission before using images or text from online sources.
- I will always check that any information I create or use online is reliable and accurate.
- If I bring a mobile phone or smart device into school, I understand that I must follow the mobile phone and smart technology policy. I understand this applies to any personal mobile phones, smart technology, gaming devices, cameras, or any device that can send or receive messages or

notifications, or record audio, images or video. I will not use, access, display or check my mobile phone or smart device during the school day, including lessons, time between lessons, breaktimes and lunchtime, unless this has been agreed by the school for a specific reason.

- I know that bullying in any form (on and offline) is not tolerated at St Edmund's School name, and technology should not be used for harassment of any type.
- I will not use technology to threaten, bully, harass, humiliate, impersonate or deliberately cause harm to another person, or create or share content that risks someone's safety or wellbeing.
- I will not request, take, create, save, or share nude or semi-nude images or videos of anyone under 18 (including AI generated content). I understand that this activity may involve serious safeguarding concerns and criminal offences. If I receive a consensual or non-consensual nude or semi-nude, I should tell a safe adult immediately.
- I will only take, use or share images or recordings of other people when I have permission and when doing so is safe and in line with St Edmund's School rules.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will follow the school's rules about social media and online communication. I understand that many social media services have age restrictions and that national rules about children's access to social media may change. I will not use social media on St Edmund's School devices, networks or premises unless this has been specifically permitted by staff and is in line with St Edmund's School policy.
- I know that people I meet online may lie about their identity and intentions. I will always speak to a safe adult if someone online suggests meeting up, and I will only agree to meet in a public place, with a safe adult present.
- I understand that if there are concerns about my safety and welfare, or how I have used technology or personal devices, the St Edmund's School may need to investigate. This may include taking or checking a device where the St Edmund's School is permitted to do so. Staff will explain what is happening and follow the school's policy and procedures.
- I know that if I do not follow the St Edmund's School AUP then I may receive a disciplinary response in accordance with the Behaviour Policy. If potential there is potential criminality, the school will contact the Police and other relevant agencies.
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to a safe adult if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I understand that the adults at St Edmund's School are responsible for my safety and wellbeing and they may need to speak to other safe adults, or my parents/carers, if I tell them about something that has happened online.
- I will visit www.ceopeducation.co.uk, www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Children/Pupils/Students with Special Educational Needs and Disabilities (SEND)

Mobile phones, smart technology and personal devices

- I only use phones, tablets, computers or devices when a grown-up says it is okay.
- I ask a grown-up before I use a phone, tablet, camera or device.
- I follow the St Edmund's School rules about phones, tablets, cameras and smart devices.
- If I bring a phone or device to school, I only use it when a member of staff says I can
- I keep my phone or device where the St Edmund's School says it should be.
- I follow the St Edmund's School rules about where my phone or device should be kept during the day.
- I only use my phone or device in the places and at the times agreed by staff.
- I ask before I look at, touch or use someone else's device.
- I do not use a phone, camera or device to take photos, videos or recordings unless a member of staff says this is okay.
- I do not send or share photos, videos, messages or recordings without permission.
- I use kind words when I send messages.
- If I see or hear something I do not like on a device, I tell a grown-up.
- If I receive a message, image or video that worries me, I will tell a safe adult.
- If someone asks me to share a photo, video or personal information, I will ask a safe adult for help.
- I ask for help if I am not sure what to do on a device.

Agreed device use for individual needs

- If I use a phone or device to help with my health, communication or support needs, I will use it in the way staff have explained.
- I will only use my device for the specific reason it has been provided or allowed.
- I will not use my device to take photos, record, send messages or go online unless staff have said this is part of my support plan.
- If I need help using my device safely, I will ask a safe adult.
- I understand that having permission to use a device does not mean I can use it for anything I want during the St Edmund's School day.

Artificial intelligence

- AI means technology that can make or suggest things, like words, pictures, videos, voices, answers or ideas. I will only use AI when an adult says I can.
- I use AI with help from an adult.
- I ask an adult before I use AI.
- I will only use AI tools that the St Edmund's School has said I can use.
- I will only use AI tools in the way staff have shown me.
- I do not put information about me into AI.
- I do not put information about other people into AI.
- I will not put names, photos, personal information or private information about me or other people into AI tools.
- I do not use AI to pretend to be someone else.
- I do not use AI to make fake pictures, voices, videos or messages about people.
- I do not use AI to make anything unkind or upsetting about another person.
- I know that AI can make mistakes, so I will check information with an adult.
- If AI shows me something worrying, unsafe, unkind or confusing, I will stop and tell an adult.
- I understand that AI can help me learn, but it should not do all my work for me.
- I will ask for help if I am not sure whether I can use AI for my work.

Wider safe technology use

- I ask an adult before I use technology.
- I use technology in the way adults have agreed.
- I follow the St Edmund's School rules for phones, devices, cameras, computers and AI tools.
- I tell an adult if something online or on a device makes me worried.
- I do not use technology to upset, trick or hurt other people.
- I ask an adult before I share information, pictures or videos.
- I know adults at St Edmund's School can help me use technology safely.



St Edmund's 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).

I agree to follow the AUP when:

1. I use St Edmund's School devices and systems both on site and at home.
2. I bring my own devices into school, including mobile phones, smart technology, gaming devices, cameras, or any device that can send or receive messages or notifications, or record audio, images or video.
3. I use my own systems or equipment outside of school, including when communicating with other members of the St Edmund's School or when accessing St Edmund's School systems.

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

