



# Felton C of E Primary School

'Loving, Learning, Living as we journey together to enable everyone to flourish'

## Acceptable Use Policy for Children

Approved: Autumn 2017

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### Aims

The Acceptable Use Policy for Children, alongside the e-Safety Policy, Child Protection and Anti-bullying Policies, sets out how Felton C of E Primary School aims to maximise learning opportunities and reduce risks associated with the Internet and other technologies whilst identifying core principles which all members of the school community need to be aware of and understand.

- The aim of this Acceptable Use Policy (AUP) is to ensure that children will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and children.
- The Association of Directors of Children's Services (ADCS) have defined e-safety as:  
All fixed and mobile technologies that children and young people may encounter, now and in the future, which allows them access to content and communications that could raise issues or pose risks to their wellbeing and safety.

However, internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

### School's Strategy

Felton C of E Primary School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General

- Internet sessions will always be supervised by a teacher even during break times or lunchtimes
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material in accordance with Northumberland County Council guidelines – also see [iPads](#)
- Children will only use websites chosen by a teacher
- Children and teachers will be provided with training in the area of Internet safety, in line with our RSHE policy
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- Children are not permitted to have mobile phones in school unless by prior arrangement and in the care of the school office during the day
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Children will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### World Wide Web

- Children will use the Internet for educational purposes only.
- Children must ask permission to use the internet.
- In EYFS and Key Stage 1 children's access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.
- At Key Stage 2 children will be supervised. Children will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.
- Children will immediately minimise any webpage they do not like and report it to the member of staff who will then record and deal with it in accordance with school procedures.
- Children will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Children will never disclose or publicise personal information.
- Downloading materials or images not relevant to their work, is in direct breach of the school's acceptable use policy.
- Children will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Email
- Children will use approved class email accounts under supervision by or permission from a teacher.
- Children will never open e-mails sent by anyone they don't know.
- Children will not reveal their own or other people's personal details, such as login details, addresses or telephone numbers or pictures.
- Children will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Children will note that sending and receiving email attachments is subject to permission from their teacher.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### Artificial intelligence (AI)

- Students may only use AI tools with prior approval from a teacher and only for educational purposes, such as helping to find information on new topics or in specific subjects like IT or art as directed by the teacher.
- Submitting AI-generated work as your own is a form of plagiarism and is not permitted. All AI-generated content must be clearly attributed.
- You must not input personal or sensitive information into any AI tool.
- AI tools must not be used to generate inappropriate, illegal, hateful, violent, or sexual content.
- Misuse of AI tools will be treated as a serious offense and will result in disciplinary action, which may include following standard plagiarism procedures.

### School Website

- Children will be given the opportunity to contribute to projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of children or staff.
- The publication of student work will be co-ordinated by a teacher
- Children will continue to own the copyright on any work published
- The school will not name individual children on the school website

### **Remote Learning**

- In line with our remote learning statement, when working outside of school on homework or in the case of a school closure, students will adhere to this acceptable use policy
- We recommend that all children are supervised and/or working in a shared area of the house when completing school work at home

### **Legislation**

- The school can provide information on the following legislation relating to the use of the Internet which teachers, children and parents should familiarise themselves with:
  - Data Protection (Amendment) Act 2003
  - Child Trafficking and Pornography Act 1998
  - Interception Act 1993
  - Video Recordings Act 1989
  - The Data Protection Act 1988

### **Support Structures**

- The school will inform children and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. A useful source of information relating to schools and parents is available from Northumberland Local Authority: 'Promoting e-safety in Northumberland Schools (2010.)'

### **Sanctions**

- Misuse of the Internet will result in written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Monitoring and Evaluation**

The Local Authority (L.A.) has now licensed **Senso Cloud** monitoring software for all Northumberland Schools. In the interests of online safety, the L.A. and Northumberland Safeguarding Children's Board require that PCE be installed on all children's devices as part of the regulated provision of broadband services to Schools.

**Senso cloud** is now installed on all laptops and PCs in School and Meraki System Manager on all iPads (Meraki also allows a mobile device to be locked or wiped remotely should it be lost or stolen).

The performance indicators will be:

- Weekly automated reports, provided by PCE, are used by the head teacher to monitor control and manage access to the network and identify infringements in the School
- Half termly reports are produced and any concerns/issues discussed with staff , parents and governors as necessary and presented at the termly Governors Outcomes Committee
- An end of year summary report is also provided for head teachers and governors

**Please review the attached Internet Acceptable Use Policy for Children then sign and return this permission form to school.**

Parent/Guardian

As the parent or legal guardian of \_\_\_\_\_, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes.

Permission Form

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

**I accept the above paragraph ☐ I do not accept the above paragraph ☐**

(Please tick as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_