



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

Felton C of E Primary School Acceptable Use Policy

Date to be reviewed:

Autumn 2027

Policy Location:

Virtual staffroom
School website
Governor drive

Signed by:

E.Lucas

Headteacher

Date: Autumn 2026

S.Johnson

Chair of governors

Date: Autumn 2026

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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, although we recognise that they are not 100% effective and cannot guarantee that all harmful content is blocked – 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, 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 be taught not to ever open e-mails sent by anyone they don't know.
- Children will be taught not to reveal their own or other people's personal details, such as login details, addresses or telephone numbers or pictures.
- Children will be informed of the dangers of arranging 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.

How We Use AI (Artificial intelligence) Safely and Honestly

1. Only Use AI When Your Teacher Says So

You may only use AI tools (like ChatGPT or image generators) if your teacher has given you permission. You can use them for school tasks like researching a new topic or for specific IT and Art projects, but only as directed by your teacher.

2. Always Do Your Own Work

Copying work from an AI and pretending you wrote it yourself is a form of cheating. AI can help you find ideas, but the words and work you hand in must be your own. If you ever use AI to help with your work, you must tell your teacher how you used it.

3. Keep Your Personal Information Safe

Never type personal details into an AI tool. This includes your name, home address, school, phone number, passwords, or photos of yourself and others.

4. Keep Content Kind and Appropriate

AI must never be used to look for, make, or share anything that is unkind, scary, violent, or inappropriate. Always use AI tools respectfully.

5. What Happens If Rules Are Broken

Using AI wrongly or copying its work is a serious breach of our school rules. If this happens, you will be asked to redo the work in your own words, your teacher will contact your parents or carers, and further consequences will follow in line with our school behaviour policy.

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 children's 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

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 Senso Cloud , are used by the Business Manager 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 Curriculum, Pupil Performance and Community Committee

Parents will be asked to consent to the terms of the policy as part of the documentation they complete at the start of each academic year.

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: _____