



CROW ORCHARD

Primary School and Nursery

Pupil Acceptable Use (IT) Policy

Policy Lead	Mrs D Heath DHT/DDSL
Agreed by Governing Body	December 2025
Next review	December 2028

'We learn with love, grow with purpose and stand strong through every challenge'. At Crow Orchard, we want every child to feel known, safe, valued and inspired. We are a *family* that supports and nurtures each other, celebrates learning and believes that every child can thrive.

This policy is underpinned by our core values of **Love, Growth, and Strength**, which guide every aspect of our practice:



A. School Acceptable Use of IT Policy — Pupils (Formal)

Purpose: To set clear, age-appropriate rules for primary pupils' use of school IT (devices, internet, email, learning platforms, cameras and apps), protect pupils' wellbeing, and meet statutory safeguarding and local authority expectations. This policy complements the school's Online Safety Policy and the school's safeguarding arrangements. [GOV.UK+1](#)

Scope: Applies to all pupils at [School name] when using school-owned equipment or school-authorised services on or off site (including remote learning). It also covers personally-owned devices used in school where permitted.

1. Legal & policy foundations (summary)

- This policy is written to reflect statutory safeguarding duties set out in *Keeping Children Safe in Education* and national DfE guidance on teaching online safety. [GOV.UK+1](#)
- It follows Lancashire County Council / Lancashire education services guidance for schools on online safety and acceptable use. [clickweb.lancashire.gov.uk+1](#)

2. Roles & responsibilities

- **Pupils** must follow this policy and the pupil-friendly rules (section B).
- **Parents/carers** should read the pupil version, support the rules at home, and sign the consent slip.
- **Staff** will teach safe use, supervise where appropriate, and report concerns to the DSL (Designated Safeguarding Lead). Staff will follow school procedures for filtering, monitoring and escalating incidents. [beckfoottrust.org](#)

3. Acceptable use — what pupils **must** do

Pupils may use school IT for learning under teacher direction. When using school systems pupils must:

- Use devices, the internet and apps only for school work or approved activities.
- Keep logins and passwords private (not share them with friends).
- Be kind and respectful online — use polite language and think before you post or send.
- Ask a teacher if they see something that worries or upsets them online.
- Follow class rules for photography and video (only take photos when allowed and only of people who have agreed).
- Use only their own work unless given permission to share others' work and always credit sources if asked.

4. Unacceptable use — (examples of but not limited to)

Pupils must not:

- Attempt to access sites or content that are blocked or inappropriate; try to bypass school filters.
- Use social media, chat apps or online games in school unless teacher permits and supervises them as part of learning.

- Share personal information (address, phone, passwords) about themselves or others.
- Send unkind messages, post images of others without permission, or take part in online bullying.
- Install or download unauthorised software/apps on school devices.

5. Personal (bring your own) devices

If the school allows personal devices for the purposes of safety walking to and from school, pupils must follow the same rules as for school devices. The school may restrict or ban personal devices at certain times (e.g., during lesson time or tests). Lancashire guidance advises schools to prefer school-owned devices for learning and to set clear rules for personal devices. clickweb.lancashire.gov.uk

6. Monitoring, filtering & privacy

The school uses appropriate filtering and monitoring systems and will act on reports and logs where necessary. Monitoring supports safeguarding and helps staff spot risks (for example accidental access to inappropriate content). Filtering/monitoring arrangements follow DfE and Lancashire recommendations. beckfoottrust.org+1

7. Reporting concerns & consequences

- Pupils must tell a trusted adult if they see something unsafe or receive upsetting messages.
- The DSL will record and take action on safeguarding incidents according to school procedures and KCSIE. Sanctions for breaches will be proportionate, age-appropriate, and may include restricted access, restorative conversations, contacting parents, or more serious safeguarding responses when needed. GOV.UK

8. Curriculum & education

Online safety is taught across the curriculum (computing, PSHE, RSE) and is age-appropriate, building pupils' awareness of online risks and how to manage them, in line with DfE guidance on teaching online safety. GOV.UK

B. Pupil-Friendly Acceptable Use Rules— to be shared by parents and signed by pupil

Our promise when we use computers, tablets and the internet at [School name]

1. I will only use the internet and devices when my teacher says it is OK.
2. I will only visit websites that my teacher has told me are safe for learning.
3. I will keep my passwords secret and not share them with friends.
4. I will be kind online and never send unkind messages or pictures.
5. I will not try to get around the school's safety rules (filters).
6. I will not share my personal details (like my address, phone number or password).
7. I will always ask a teacher if I see something that worries me or makes me upset.
8. I will only take or share photos of other people if my teacher and they (and their parents) have said it's OK.
9. I know teachers can check what I do on school devices to keep me safe.
10. If I break the rules, I understand there will be consequences and my parents will be told.

Pupil name: _____ Class: _____

Pupil signature: _____ Date: _____

C. Parent/Carer consent slip

Dear parent/carer,

We have introduced an updated pupil Acceptable Use of IT policy at [School name]. Please read the pupil-friendly version with your child and sign below to show you agree to support the rules.

I have read and discussed the Acceptable Use Rules with my child and agree that they may use school IT and online learning platforms under the school's supervision. I understand the school will use filtering and monitoring to keep pupils safe.

Parent name: _____ Signature: _____ Date: _____

(If you need separate permission for images/video, include a separate tick box: I consent / do not consent to my child being photographed/filmed for school displays, newsletters and approved learning platforms.)

Reassure you child that if they talk to you about a problem online you will not ban them from going online, as this will discourage them from telling.

