



Device and Technology Acceptable Use Agreement for Pupils

Brierley CE Primary School

Approved by Governing Body:	Autumn 2026
Last reviewed:	September 2026
Next review:	September 2027

Our Vision

At Brierley, God guides us as one family.
We learn, grow, and shine together in our community,
Nurturing hope, resilience, aspiration and forgiveness.
Everyone is loved, celebrated, and supported to flourish.
Living God's love through our words, actions,
And journey beyond our school,
Following the example of Jesus.
Though we are many, we are one body,
Together we learn and grow.

About this agreement

At Brierley CE Primary School, we know that using technology is an important part of your learning. We want everyone to be able to use technology, such as the internet, laptops and tablets, safely and responsibly. This agreement sets out the rules for using technology and devices, both school-owned and personal, while at school.

This agreement supports the school's Online Safety Policy and Child Protection and Safeguarding Policy, in line with the Online Safety Act 2023, Keeping Children Safe in Education (KCSIE) 2026, and the Data Protection Act 2018 (UK GDPR).

Because our pupils are different ages, this agreement has two versions:

- An agreement for younger pupils (Reception, Year 1 and Year 2).
- An agreement for older pupils (Years 3 to 6).

Pupils will be asked to read (or have read to them) and sign the version that matches their year group. If you have any questions about anything in this agreement, speak to your teacher.

Key words

Before you read the agreement, here are some words you should understand:

- Technology — this includes any ICT systems at the school, including the internet.
- School-owned devices — any devices owned by the school that have been given to you to help with your school work, including laptops and tablets.
- Personal devices — any device that belongs to you that you bring into school, including mobile phones.

Agreement for younger pupils (Reception, Year 1 and Year 2)

When I use the school's computers, tablets and the internet, I will:

- Ask a teacher or adult before I use them.
- Only use websites and apps that a teacher or adult has told me I can use.
- Use school computers and tablets for school work only.
- Be kind to others online and not upset or be rude to them.
- Look after the school's equipment and tell a teacher straight away if something is broken.
- Only use the username and password I have been given, and try my hardest to remember it.

- Never share my password with anyone, including my friends.
- Never give my name, address or telephone number to anyone without a teacher's or parent's/carers permission.
- Save my work where my teacher tells me to.
- Check with my teacher before I print anything.
- Log off or shut down a computer when I have finished using it.
- Tell my teacher immediately if: I click on a website by mistake; I get a message from someone I don't know; or I see or find anything that upsets me or my friends.

I understand that the school will keep an eye on the websites I visit, and that there will be consequences if I don't follow these rules.

Agreement

I have read this agreement (or had it read to me) and I understand what it means. I will follow these rules when I use the school's computers, tablets and the internet.

Pupil's name: _____ Class: _____

Signed (pupil, or a mark if too young to write their name):

_____ Date: _____

Signed (parent/carers): _____ Date: _____

Agreement for older pupils (Years 3 to 6)

I will read and follow the rules in this acceptable use agreement.

Keeping myself and my information safe

I will:

- Make sure I understand what I can do to keep my information safe when using technology and devices, and speak to my teacher if I have any questions.
- Follow the school's data protection rules and keep personal and school data secure.
- Keep my usernames and passwords safe and not share these with anyone.
- Keep my personal information safe at all times, and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a teacher or another sensible adult immediately if I find, or am sent, anything that might upset, distress or harm me or others.

I will not:

- Try to get around any security measures the school has put in place on the internet or on school-owned devices.
- Log in to the school's network or systems using someone else's username or password.

Using technology and the internet in school

I will:

- Always use the school's ICT systems and the internet responsibly, and only for educational purposes.
- Only use technology, devices, websites, apps and online platforms that I have been given permission to use, and only when a teacher is present or has given me permission.
- Only go on the internet for something other than schoolwork during break and lunch times, and only on websites I am allowed to use.
- Only use artificial intelligence (AI) tools, e.g. ChatGPT, if I have permission from a teacher.
- Keep any USB sticks or other removable media safe if they have schoolwork on them.
- Always log off or shut down a computer when I have finished working on it.

I will not:

- Install any software onto school ICT systems unless a member of staff has told me to.
- Search for, view, download, upload, send, create, link to, or post anything that is inappropriate, pornographic, offensive or obscene.
- Access social networking sites, chat rooms or gaming sites, unless a teacher has clearly said I can as part of a learning activity.
- Use any inappropriate language when communicating online, including in emails.
- Arrange to meet anyone that I have only spoken to online, without first talking to my parent/carer and having adult supervision.

Emails

I will:

- Only use the school email account, if I have been given one, when sending emails related to my schoolwork.

I will not:

- Open any emails, attachments or links from people I do not know, without first checking with a teacher.
- Use my personal email address for schoolwork, unless a member of staff has told me I can.

School-owned devices

I will:

- Only use school-owned devices to carry out my schoolwork, using websites and apps that a member of staff has said I can use.
- Understand that the school will monitor how I use school-owned devices.
- Take care of school-owned devices when I am using them.
- Tell a member of staff straight away if a school-owned device is damaged or lost while I am using it, or if I think something has happened to affect its security, e.g. if I download an attachment from an email from someone I don't know.

I will not:

- Use school-owned devices to send inappropriate messages, images, videos or other harmful content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to go on personal social media accounts.

Personal mobile phones and devices

If I bring a personal mobile phone or other personal device into school, I will:

- Keep it switched off, or on silent, and somewhere safe during lessons, clubs or other school activities, unless a teacher gives me permission to use it.
- Understand that if my personal device is lost, damaged or stolen, it is not the school's responsibility to pay for it.

I will not:

- Use my personal device to send inappropriate messages, images, videos or other content.
- Use my personal device to view, store, download or share any inappropriate, harmful or illegal content.

Social media

I will:

- Think about what I post about the school on social media, and make sure I do not post anything that could upset or harm anyone in the school community.

I will not:

- Try to talk to any member of staff on social media, or accept or send 'friend' or 'follow' requests to or from staff.
- Send any abusive, threatening or otherwise inappropriate messages on social media, or use social media to bully anyone.

If something goes wrong

I understand that my use of the school's ICT systems and the internet will be monitored, and that the headteacher may take action in line with the school's Behaviour Policy if I do not follow this agreement.

Agreement

I confirm that I have read and understood this agreement, and will follow each of the rules set out above.

Pupil's name: _____ Class: _____

Signed (pupil): _____ Date: _____

Signed (parent/carers): _____ Date: _____
