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## ICT Acceptable Use Policy - Pupils

### Acceptable Use of ICT

The policy will be explained to pupils in an age-appropriate manner, in line with the relevant policy for EYFS, KS1 or KS2, to ensure they fully understand Cullercoats Primary School's expectations regarding the use of school ICT equipment.

Pupils and parents/carers will be asked to sign the appropriate policy to confirm that both understand and agree to the conditions of use.

### EYFS Acceptable Use Policy

- I will use school devices and the Internet only for schoolwork.
- I will only use apps and things that my teacher says are okay.
- I won't change or download anything on the device.
- I will handle devices carefully (hold with both hands, no running).
- I will keep food and drinks away from devices.
- I will leave iPad covers and labels on.
- I will tell my teacher if a device is broken.
- I won't share my personal information online (like my name or address).
- I won't take photos of anyone without asking my teacher.
- I will only take photos if people say it's okay.
- I will only share photos my teacher says are okay.
- I know my teacher will check the photos I take.
- I will be sensible and kind online and offline.
- If I see something that upsets me, I will tell my teacher.

**I understand these rules keep me safe. If I don't follow them, I might not be able to use the devices and equipment, and my parent/carer might be told.**

### KS1 Acceptable Use Policy

- I will only use school devices and the Internet for school activities.
- I will only use apps, websites and programs my teacher says are okay.
- I will not download or change any software or apps.
- I will not change any settings on the devices.
- I will be careful with devices (hold with both hands, no running, etc.).
- I will keep food and drink away from devices and ICT equipment.
- I will not remove iPad covers or any labels.
- I will tell my teacher if a device is broken.
- I will not share my personal information online.
- I will not take photos of children or staff unless my teacher says it's okay and it's for school.
- I will only take photos of people if they say it's okay and it is for school.
- I will not share any photos outside the school network.
- I know that my teacher will check the photos I take.

- I will only use Artificial Intelligence (AI) to help me when my teacher says it is okay.
- I know that AI can make mistakes, so I will ask a grown-up if I am unsure.
- I will not use AI to say or make anything unkind, unsafe, or rude.
- I will make sure that everything I do online and offline is sensible and does not upset anyone.
- If I see anything upsetting or bad online I will tell my teacher straight away.
- I understand that if the school thinks I am doing something upsetting or bad with ICT, they will tell the right people.

**I understand these rules keep me safe. If I don't follow them, I might not be able to use the devices and equipment, and my parent/carer might be told.**

### KS2 Acceptable Use Policy

- I will only use school ICT devices and the Internet for school purposes.
- I will only use teacher-approved apps, websites and programs.
- I will not download, change or uninstall software or apps.
- I will not change *any* device settings (including lock and home screens).
- I will handle devices carefully (hold with both hands, no running etc).
- I will keep food and drink away from devices and ICT equipment.
- I will not remove iPad protective covers or remove or deface identification.
- I will inform my teacher if a device is damaged.
- I will not try to bypass Internet filters or security features.
- I will use sensible language and be kind in all my ICT communications.
- I will not share any personal information online.
- I will not take photos of children or staff unless I have permission from a staff member and it is for school purposes.
- I will only photograph people with their permission.
- I will not share any photographs outside the school network.
- I am aware that photos I take will be checked by a member of staff.
- I will only use Artificial Intelligence (AI) tools when my teacher says it is allowed.
- I understand that AI is there to help my learning, not to do my work for me.
- I know that AI can sometimes be wrong, so I will check information with a trusted source or an adult.
- I will not use AI to complete homework, tests or assessments unless my teacher has said I can.
- I will not use AI to create or share anything unkind, unsafe, inappropriate or disrespectful.
- I will ensure that my online and offline activity, in school and outside school, will not cause upset or embarrassment anyone.
- I will not browse, download, upload, create or share material that could be considered offensive or illegal. If I accidentally come across anything like this, I will report it immediately to a member of staff.
- I understand that if school suspects that I am using ICT equipment for criminal purposes they will inform the relevant authorities.

**I understand these rules keep me safe. If I don't follow them, I might not be able to use the devices and equipment, and my parent/carer might be told.**

*Updated: January 2026*

Pupils say they love being in school and that other pupils are 'friendly, kind, understanding and helpful' (Ofsted 2022)

