Bidborough Church of England Primary School

Faith in Our Future

Acceptable Use Policy

Approved by	FGB
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Policy reference	

Faith in Our Future

Matthew 13:31-32 – The Kingdom of heaven is like a mustard seed…Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.

Our life together at Bidborough Church of England Primary School is rooted in Christ's words describing how a little faith can make all things possible. With the values of love, hope, forgiveness, courage and koinonia underpinning all that we do, we seek to prepare all to step out into the world reflecting God's love for one another. With 'Faith in Our Future' we encourage all to:

- *Grow confidently, as a responsible, life-long learner*
- *Achieve highly, not only in academic areas but in their own personal goals*
- *Contribute successfully, as a member of the wider community*
- *Enjoy life, feeling prepared for every stage of life's journey*

Acceptable Use Policy

EARLY YEARS AND KEY STAGE 1 (0-6)

I use technology to help me learn, create and explore safely.

I WILL BE KIND

- I will use kind words online.
- I will be friendly and respectful to other people.

I will ask an adult if I am unsure what to do

I WILL BE SAFE

- I will only use the internet when an adult says I can.
- I will keep my personal information private.
- I will keep my password secret.
- I will only use websites, apps and games that my teacher has chosen.

I WILL BE CAREFUL

- I will only click on links and buttons if I know they are safe.
- I will tell an adult if something online worries, upsets or confuses me.
- I know that not everything I see online is real or true.

I WILL LOOK AFTER TECHNOLOGY

- I will use school devices carefully.
- I will not try to change settings without permission.
- I will not use someone else's account or work.

I WILL TELL A TRUSTED ADULT

- If someone is unkind online.
- If I see something that makes me feel worried, frightened or upset.
- If someone asks me for personal information.
- If I think someone might be unsafe online.

I UNDERSTAND

- The school helps keep children safe online.
- Adults may check what I do on school devices to help keep me safe.
- If I do not follow these rules, I may not be allowed to use technology for a short time.

MY PROMISE

I have read and talked about these rules with my parent/carer and I will try my best to follow them.

Name:	Class:
Pupil Signature:	Class:
Parent/Carer Signature:	

Acceptable Use Policy

KEY STAGE 2 (7-11)

I understand that using technology safely is part of helping to keep myself and others safe.

I WILL BE SAFE

- I will use technology in a sensible, respectful and responsible way.
- I will keep my personal information private.
- I will keep my passwords secret and not use anyone else's account.
- I will only use school-approved websites, apps and online services.

I WILL BE RESPECTFUL

- I will be kind and respectful when communicating online.
- I will not send, share or post unkind, hurtful or inappropriate messages, images or videos.
- I will treat everyone equally and with respect online and offline.

I WILL BE SMART

- I know that not everything online is true.
- I will check information carefully and ask an adult if I am unsure.
- I understand that some images, videos, voices and messages may have been created or changed using Artificial Intelligence (AI).

I WILL BE RESPONSIBLE

- I will look after school devices and equipment.
- I will not try to bypass the school's filtering or security systems.
- I will not access, change or delete another person's work or files.
- I will respect copyright and use other people's work fairly.

I WILL SPEAK UP

- If I see something online that worries, upsets or confuses me, I will tell a trusted adult straight away.
- If someone is being unkind online, I will not reply and will tell an adult.
- If I think someone is unsafe online, I will report it to a trusted adult.

I UNDERSTAND

- The school uses filtering and monitoring systems to help keep children safe online.
- My activity on school devices and networks may be checked if there is a concern about safety or behaviour.
- If I do not follow these rules, my use of technology may be restricted.

PUPIL AGREEMENT

I have read and understood these rules and agree to follow them when using technology at school and for school learning at home.

Name:	Class:
Pupil Signature:	Class:

Parent/Carer Signature:

STAFF – KCSIE 2026 ADDENDUM

As a member of Bidborough Church of England Primary School staff, volunteer, governor, contractor or other adult working on behalf of the school, I understand that safeguarding is everyone's responsibility and that safe use of technology is an essential part of safeguarding children.

ARTIFICIAL INTELLIGENCE (AI) AND EMERGING TECHNOLOGIES

- I understand that AI tools, including generative AI platforms, image generators and chatbots, present both opportunities and safeguarding risks.
- I will only use AI tools that have been approved by the school and in accordance with school policies and data protection requirements.
- I will not enter confidential, personal or identifiable pupil, parent or staff information into AI systems unless explicitly authorised and compliant with data protection requirements.
- I understand that AI-generated content may be inaccurate, misleading or biased and will exercise professional judgement when using it.

I will immediately report concerns relating to AI-generated abuse, including deepfakes, manipulated images, voice cloning, AI-assisted bullying, exploitation or harassment.

ONLINE SAFETY AND PROFESSIONAL CONDUCT

- I will model safe, respectful and responsible online behaviour at all times.
- I will challenge and report online behaviour that is abusive, discriminatory, misogynistic, hateful, harmful or otherwise contrary to the school's values and safeguarding expectations.
- I understand that online safety forms part of the school's safeguarding responsibilities and applies both within and beyond the school environment where professional responsibilities are engaged.
- I will maintain appropriate professional boundaries when communicating electronically with pupils, parents and carers.

FILTERING AND MONITORING

- I understand that the school operates filtering and monitoring systems to support safeguarding and compliance with statutory guidance.
- I will not attempt to disable, bypass or interfere with filtering, monitoring or security controls.
- I will report any weaknesses, failures or safeguarding concerns identified in relation to filtering and monitoring systems.

INFORMATION SECURITY AND CYBER SECURITY

- I will keep passwords secure and will not share accounts or credentials with others.
- I will use multi-factor authentication where provided.
- I will remain alert to phishing attempts, social engineering and other cyber security threats.
- I will immediately report any suspected data breach, cyber incident or un-authorised access to school systems.

IMAGES AND DIGITAL CONTENT

- I will only create, store or share images and videos in accordance with school policy and professional expectations.
- I will not create, possess, request, distribute or facilitate the sharing of inappropriate, indecent or AI-generated images involving children or members of the school community.
- I will immediately report concerns relating to image-based abuse, exploitation or manipulation.

REPORTING CONCERNS

- I will report any safeguarding concern, including those arising from online activity or emerging technologies, in line with the school's child protection procedures.
- I understand that concerns involving AI-generated content, online abuse, harmful misinformation, grooming, exploitation and child-on-child abuse must be treated as safeguarding concerns.

DECLARATION

I have read, understood and agree to comply with the school's Acceptable Use Policy, Online Safety Policy, Safeguarding and Child Protection Policy, Data Protection Policy and all related procedures. I understand that failure to comply may result in disciplinary action and, where appropriate, referral to external agencies.

Name:	Role:
Signature:	Date:

Acceptable Use Policy

VISITORS AND VOLUNTEERS

As a visitor or volunteer, I understand that safeguarding is everyone's responsibility. I agree to use technology safely, responsibly and professionally, and to follow the school's safeguarding, online safety, data protection and acceptable use requirements at all times.

I AGREE THAT I WILL:

SAFEGUARDING

- Follow all school safeguarding and child protection procedures.
- Report any concern about the safety or welfare of a child immediately to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team. (See posters around school)
- Support the school's commitment to keeping children safe online and offline.

USE OF TECHNOLOGY

- Use technology, devices, systems and online services responsibly and appropriately.
- Only access school systems, networks or information where authorised to do so.
- Use any school-provided Wi-Fi or internet access in accordance with school rules.
- Not attempt to bypass security, filtering or monitoring systems.

ONLINE SAFETY

- Not upload, download, create, access, store or share material that is illegal, harmful, offensive, extremist, discriminatory or inappropriate.
- Not engage in online behaviour that could place children, staff or the school at risk.
- Report any accidental access to inappropriate content immediately.

ARTIFICIAL INTELLIGENCE (AI) AND DIGITAL CONTENT

- Not create, share or distribute AI-generated, altered or manipulated images, audio or video involving pupils, staff or members of the school community.
- Report any concerns involving deepfakes, manipulated media or AI-related safeguarding issues.
- Use any AI tools appropriately and in accordance with school expectations.

PHOTOGRAPHY AND RECORDING

- Not take photographs, videos or audio recordings of pupils without prior authorisation from the school.
- Ensure that any authorised recordings are stored, transferred and deleted in accordance with school procedures.
- Never share images or recordings from school on personal devices, websites or social media.

DATA PROTECTION AND CONFIDENTIALITY

- Comply with UK GDPR and data protection requirements.
- Keep information relating to pupils, staff and families confidential.
- Not remove, copy, share or disclose confidential information without permission.
- Store and dispose of information securely.

SOCIAL MEDIA AND PROFESSIONAL CONDUCT

- Maintain appropriate professional boundaries at all times.
- Not contact pupils through personal social media, messaging platforms or personal email accounts.
- Not discuss, post or share information about pupils, families, staff or school business online.
- Ensure my online behaviour does not damage the reputation of the school.

MOBILE PHONES AND PERSONAL DEVICES

- Keep personal mobile phones and smart devices out of use when working directly with pupils unless authorised by the Headteacher or DSL.
- Use personal devices only in accordance with school procedures.

MONITORING

I understand that school networks, devices and systems may be filtered and monitored to help safeguard children and protect school systems.

BREACHES

I understand that failure to comply with this agreement may result in:

- Removal from school premises;
- Termination of volunteering arrangements;
- Withdrawal of permission to access school systems;
- Referral to relevant authorities or agencies where appropriate.

DECLARATION

I confirm that I have read, understood and agree to comply with this Visitor and Volunteer Acceptable Use Policy.

Name:	Role (Visitor/Volunteer):
Signature:	Date:

Acceptable Use Policy

GOVERNORS

As a Governor of Bidborough School, I recognise that safeguarding is everyone's responsibility and that governors play a strategic role in ensuring children are safe, including when using technology. I understand my responsibilities under Keeping Children Safe in Education 2026, data protection legislation, and the school's safeguarding arrangements.

I AGREE THAT I WILL:

SAFEGUARDING AND GOVERNANCE

- Promote the welfare of children and uphold the school's safeguarding culture.
- Ensure that online safety forms part of the school's wider safeguarding arrangements.
- Maintain confidentiality in relation to all safeguarding, pupil, staff and school matters.
- Immediately report any safeguarding concerns to the Designated Safeguarding Lead (DSL) or appropriate school leader.

USE OF TECHNOLOGY

- Use school systems, devices and information responsibly and professionally. Only access information and systems where I have appropriate authorisation.
- Not attempt to bypass security, filtering or monitoring controls. Protect any school-issued devices from loss, damage or unauthorised access.

ARTIFICIAL INTELLIGENCE (AI) AND EMERGING TECHNOLOGIES

- Use AI tools responsibly and in accordance with school policies and data protection requirements.
- Not enter confidential, sensitive or identifiable information about pupils, families or staff into AI systems unless explicitly authorised to do so.
- Be aware that AI-generated content, including deepfakes and manipulated media, may present safeguarding risks.
- Report concerns relating to AI-generated abuse, exploitation, harassment or inappropriate content.

FILTERING AND MONITORING

- Understand that governing bodies have strategic responsibility for ensuring appropriate filtering and monitoring systems are in place.
- Seek assurance that filtering and monitoring arrangements are effective and reviewed regularly.
- Support the school's annual review of filtering and monitoring arrangements.

DATA PROTECTION AND CONFIDENTIALITY

- Comply with UK GDPR, the Data Protection Act 2018 and school policies.
- Keep documents, reports, meeting papers and personal information secure.
- Dispose of confidential information appropriately and securely.
- Not share confidential school information via personal email, social media or unauthorised platforms.

CYBER SECURITY

- Use strong passwords and maintain account security.
- Use multi-factor authentication where available.

- Remain vigilant to phishing, fraud and other cyber threats.
- Report any suspected cyber security incident or data breach promptly.

SOCIAL MEDIA AND PROFESSIONAL CONDUCT

- Maintain appropriate professional standards online and offline.
- Not post confidential information relating to pupils, families, staff or school business on social media.
- Ensure that my online conduct does not undermine public confidence in the school or the governing body.

MONITORING

I understand that school devices, systems and networks may be filtered and monitored for safeguarding, security and operational purposes.

BREACHES

I understand that failure to comply with this agreement may result in:

- Restrictions on access to school information or systems;
- Referral to the Chair of Governors and/or Headteacher;
- Investigation under the school's governance procedures;
- Referral to appropriate agencies where necessary.

DECLARATION

I confirm that I have read, understood and agree to comply with this Governor Acceptable Use Policy and related school policies.

Name:
Signature:
Date: