St Paul's
C of E Primary School

A place to belong

Pupil Acceptable Use Policy

Acting Headteacher:	**Charlotte Hughes**
Member of Staff Responsible:	**Charlotte Hughes**
Reviewing Committee:	**Curriculum**
Effective Date of Use:	**12th October 2026**
Term of next Review:	**Autumn 2027**
Non Statutory Policy	

St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia), Compassion, Perseverance and Forgiveness*

"Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely."

Romans 12:5-8

Pupil Acceptable Use Policy

Introduction

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should be entitled to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- our pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use,
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk, and
- parents and guardians are aware of the importance of e-safety and are involved in the education and guidance of young people regarding on-line behaviour.

Pupil Acceptable Use

Pupils understand that while a member of St Paul's CE Primary School they must use technology in a responsible way, following the below rules.

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will only use Artificial Intelligence (AI) tools if a teacher has given me permission.
- I will not put my personal information, photos, or school details into any AI tools or prompts.
- I will always produce my own work and tell my teacher if I used AI to help me learn or gather ideas.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

Pupils understand that these rules are in place when they:

- use the school systems and devices (both in and out of school).
- use their own equipment outside of school in a way that is related to them being a pupil of St Paul's CE Primary School e.g. communicating with other pupils or teachers, accessing school email, website etc.

Parent or Guardian Use

As the parent or guardian of a pupil at St Paul's CE Primary School, you grant permission for your child to have access to the internet and to ICT systems at school.

As the parent or guardian, you understand the following:

Your child will follow the Pupil Acceptable Use Policy and receive e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

The school has a standalone AI Policy that parent's can access through the school website.

That the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems.

That the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

That your child's activity on ICT systems will be monitored and that the school will contact you if they have concerns about any possible breaches of the Acceptable Use Policy.

That parent's or guardians encourage their child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over their child's e-safety.

Mobile Phones and Smart Technology Policy

In alignment with the Department for Education's (DfE) 2026 guidance and as part of our legal duty to ensure the welfare, safety, and focus of all children, we do not permit the use of mobile phones throughout the school day. This policy applies to mobile phones and all other smart technology with similar functionality, including devices capable of sending or receiving notifications/messages via mobile networks, or those with the ability to record audio and video.

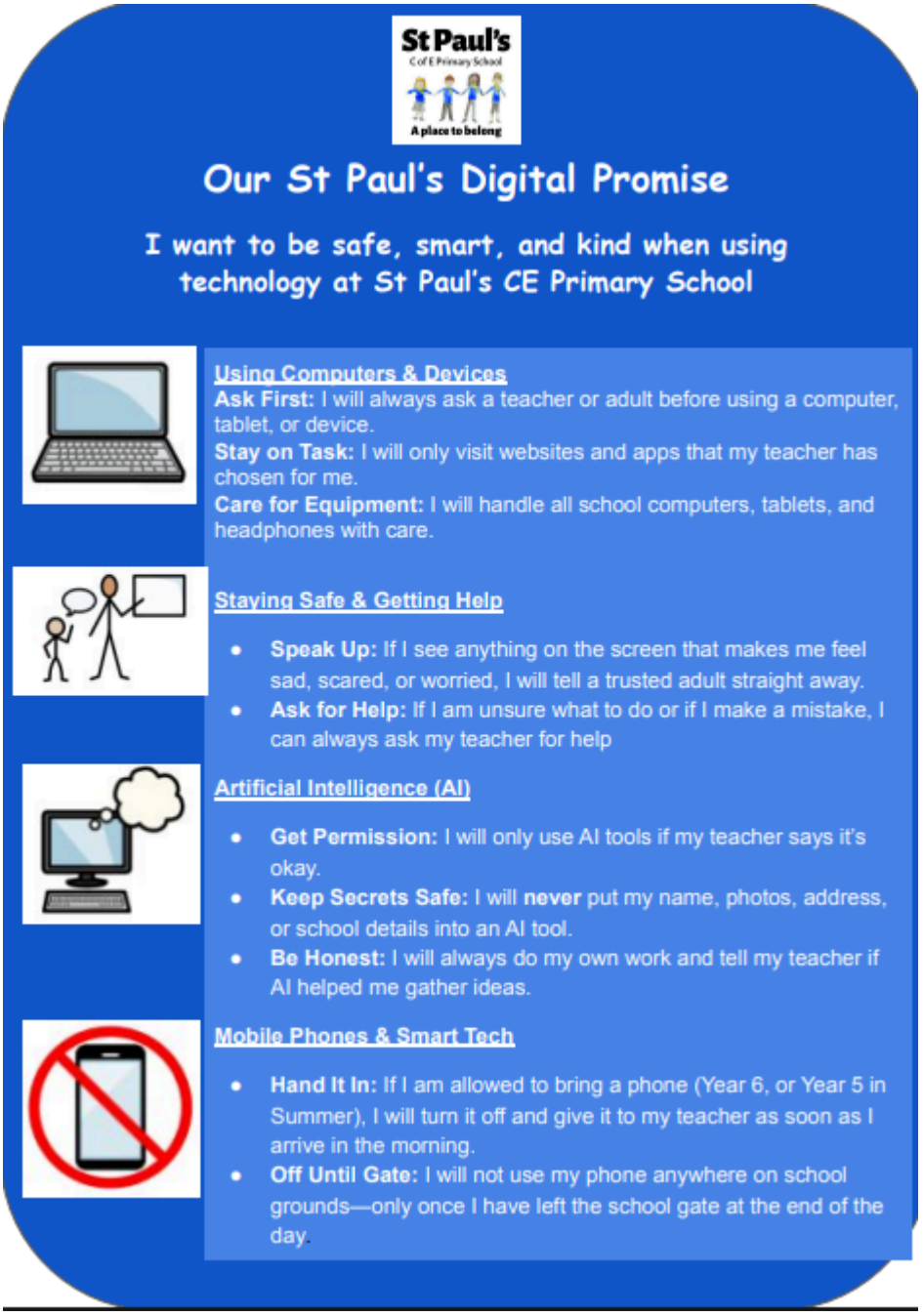
To support the safety of our pupils, St Paul's CE Primary School only permits mobile phones for children who walk home on their own, without adult supervision; this privilege is strictly reserved for pupils in Year 6, and Year 5 during the Summer term. If a child outside of these year groups or term has an exceptional reason to bring a device, this must be discussed and agreed upon with the class teacher in advance.

Procedures for permitted devices:

- **Morning:** All devices must be switched off and handed to the class teacher immediately upon arrival at the beginning of the school day.
- **Storage:** Devices will be stored by the class teacher for the duration of the day.
- **Dismissal:** The class teacher will return devices during dismissal at the end of the school day on the playground.
- **Usage:** There is a strict 'no use' rule while on school grounds; pupils are not permitted to use their phones or smart devices until they have fully left the school premises.

Appendix 1

Pupil friendly Acceptable Use Posters.



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Our St Paul's Digital Promise

I want to be safe, smart, and kind when using technology at St Paul's CE Primary School

I ask a grown-up before I use a computer or tablet.

I only play on the games and websites my teacher shows me.

I am gentle with our computers, tablets, and headphones.

I keep my name, picture, and address secret on the screen.

If I see something on the screen that makes me feel sad, scared, or confused, I tell a grown-up straight away.

I use my own brain to do my work and always tell the truth.

Table of Changes

Review Date	Reason for Change
September 2025	No change

February 2026	New section added ‘Mobile Phone and Smart Technology Policy’ due to DFE 2026 Guidance on mobile phones.
September 2026	Included reference to AI and the AI Policy
October 2026	Created KS1 and KS2 pupil friendly version of Acceptable Use (Appendix 1)