



EDUCATION
EAST SUSSEX
TOGETHER FOR EXCELLENCE
AND INCLUSION



Pupil Acceptable Use Agreements

Early Years/ KS1, KS2

Alfriston Primary School

This policy is due for review on **1st September 2027**



Early Years / Key Stage 1

My Safe Technology Rules

These rules help me use computers, tablets, phones, smart devices and the internet safely and kindly.

My rule	I understand
I ask an adult before I use a device, app, game or website.	
I use the things my adult or teacher says are okay for me.	
I keep my password and personal information private.	
I am kind and respectful when I use technology.	
I ask before I take a photo, video or recording of someone.	
I ask before I use a smart watch or other connected device.	
I tell an adult if I see or hear something that worries, frightens or upsets me.	
I tell an adult if someone online asks me to do something that feels wrong or secret.	
If I click or send something by mistake, I tell an adult so they can help me.	
I look after the setting's devices and tell an adult if something is broken or not working properly.	
Adult discussion: Staff should explain that the school may be able to see or check activity on its own devices to help keep everyone safe. This should be done using a child-friendly explanation rather than technical monitoring language.	

Our agreement

We have talked about these rules together.

Child's name	[Insert]
Adult who discussed the agreement	[Insert]
Date	[Insert]

Key Stage 2

My Acceptable Use Agreement

Technology can help me learn, communicate and be creative. I agree to use it safely, responsibly and respectfully.

Keep myself safe

- I keep my passwords, login details and personal information private.
- I use only accounts, apps, websites, AI tools and services that the setting has allowed me to use.
- I think carefully before I click links, download files or respond to messages.
- I tell a trusted adult if something online worries me, upsets me, asks me to keep a secret, or asks for personal information.
- If I make a mistake online, I tell an adult as soon as I can so they can help.

Keep other people safe

- I am kind and respectful in messages, games, shared work and other online spaces.
- I ask before I take, share or post a photo, video or recording of someone.
- I do not create, ask for, share or forward sexual, frightening, cruel or harmful images or messages.
- I do not pretend to be another person or use AI to make fake images, voices or messages about them.
- I tell an adult if I see bullying, threatening behaviour or something that could harm someone.

Look after accounts and devices

- I use my own account and do not try to access someone else's account.
- I do not share passwords or security codes with friends.
- I look after setting devices and report damage, loss or unusual behaviour.
- I do not try to bypass filtering, monitoring, security or other safety controls.
- I do not bring a mobile phone, smart watch or other device to school.

Use AI and smart technology responsibly

- I use AI only when my teacher says I may.

Pupil Acceptable Use Agreements

- I do not put personal or private information about myself or someone else into an AI tool unless a member of staff says it is safe to do so.
- I remember that AI can be wrong, biased or make things up, so I check important information.

I understand

- The school may monitor activity on its systems, accounts and managed devices to help keep people and technology safe.
- If I do not follow this agreement, the setting may limit my access to technology or respond under its Behaviour, Safeguarding or Mobile Phone and Personal Device policies.
- I can always ask a trusted adult for help.

Agreement

Pupil name	[Insert]
Pupil signature / acknowledgement	[Insert]
Parent/carers acknowledgement (if used locally)	[Insert / optional]
Date	[Insert]

Appendix: SEND, accessibility and alternative formats

These agreements should be adapted where necessary so that pupils can understand and meaningfully engage with the expectations. The safeguarding standard should remain consistent; the language and presentation should change to meet the learner's needs.

Possible adaptations include:

- Easy Read or symbol-supported versions;
- larger print, increased spacing or simplified layout;
- audio, signed or video versions;
- communication-board or AAC-compatible wording;
- shorter sets of rules taught over time rather than presented all at once;
- adult-supported discussion and repeated reinforcement;
- personalised examples linked to the pupil's actual devices, apps and routines;
- translation or EAL support where needed; and
- recording acknowledgement through an appropriate alternative to a written signature.

Where a pupil uses AI-enabled assistive technology, smart wearables, medical devices or other reasonable adjustments, their acceptable-use expectations should reflect the agreed individual arrangement and should not conflict with the Mobile Phone and Personal Device Policy or AI and Emerging Technology Procedure.