



The Gateway Primary Academy

Acceptable User Policy

Swans and Herons



I



only



go



online



with

an



adult.



I

am



kind



online



I



keep



information



about



me



safe



online.



I



tell



an adult



if something



online



makes



me



feel



unhappy



or worried. |



The Gateway Primary Academy

Acceptable User Policy - Kingfishers

- I understand that the school rules will help keep me safe and happy when I go online.
- I only go online when an adult is with me.
- I check with an adult before I click on links or things online.
- I keep my personal information and passwords safe.
- I only send polite and friendly messages online.
- I know the school can see what I am doing online when I use school computers/tablets and any school services, including if I use them at home.
- If I see something online that makes me feel upset, unhappy, or worried, I will always tell an adult.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I know that if I do not follow the school rules:
 - I may lose Golden Time and my parents may be spoken to about my actions
- I have read and talked about these rules with my parents/carers.



The Gateway Primary Academy

Acceptable User Policy - KS2 - 2026 - 2027

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.

Safe

- I will be kind and respectful online, just like I am in school.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if I know what they do, or I will ask a safe adult first.
- I will only chat with people I know online, or I will ask a safe adult to help me decide if someone I don't know is safe to speak with online.
- If someone online asks to meet me, I will tell a safe adult straight away.

Learning

- I follow the school rules about mobile phones and smart technology. If I bring a mobile phone or smart device to school, I will not use it during the school day, and ensure it is switched off and stored in the office.
- I always ask permission from an adult before using the internet.
- I only use websites, tools and/or search engines that my teacher has chosen or given me permission to use.
- I use school devices for school work and know I can only use a laptop when supervised by an adult.
- If I need to learn online at home, I will follow the same rules in this policy.

True

- I know that some things or people online might not be honest or truthful.
- If I'm unsure if something online is true, I will check other websites, books, or ask a safe adult.
- I always credit the person or source that created any work, images, or text I use.
- I will only use Artificial Intelligence (AI) tools when my teacher says it is allowed.
- I will not put personal information about me or anyone else into AI tools. I will not use AI to make fake images, voices, videos or messages about other people.

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

Tell

- If I see anything online that makes me feel worried, upset, or frightened, I will shut the laptop lid or turn off the screen if I am using a tablet or desktop and immediately speak to an adult.
- If I am aware of anyone being unkind or unsafe with technology, I will report it to an adult.
- If an AI tool shows me something worrying, unkind, confusing or unsafe, I will stop and tell a safe adult.
- I understand that the adults at school are responsible for keeping me safe; they may need to speak to other safe adults, or my parents/carers, if I tell them about something that has happened online.
- I can visit www.ceopeducation.co.uk and www.childline.org.uk to learn more about being safe online or to seek help.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are checked/monitored to help keep me safe, even if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices or network if they are worried about my or anyone else's safety or behaviour.
- If I bring a mobile phone or other device to school, I will follow the rules. I know that it is to be handed in to my class teacher to be stored in the office and then collected at the end of the school day. I will not use it during the school day unless a member of staff has agreed this. I know if I break this expectation my parents will be spoken to and I will no longer be able to bring my phone to school.
- I understand that my behaviour online can affect others and I will not behave in a way that will upset, frighten or embarrass others.
- I have read and talked about these rules with my parents/carers.
- I know that if I do not follow the school rules then:
 - My parents will be informed
 - I may no longer be able to use the internet in school
 - I may miss Golden Time or be given time to reflect at playtime.