



Acceptable Use Policies

2026 – 2027

Date written:	September 2026
Date agreed by Governors:	September 2026
Date to review:	September 2027

'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.



Staff, Governor and Volunteer Acceptable Use Policy (AUP)

1. Statutory Framework and Purpose

At Our Lady and St. Philomena's Catholic Primary School, technology is an essential tool for learning, teaching and professional administration. This Acceptable Use Policy (AUP) sets out the clear expectations and professional standards required of all adults using school technology, networks, devices, email systems and online platforms.

This policy operates in accordance with:

- DfE Statutory Guidance: *Keeping Children Safe in Education* (KCSIE)
- The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- DfE Guidance: *Filtering and Monitoring Standards for Schools*

All members of staff, governors, supply personnel, student teachers and volunteers must sign the declaration at the end of this document prior to being granted access to school systems or technology.

2. Professional Standards and Online Boundaries

- **Communication Channels:** All digital communication with pupils, parents and carers must take place strictly through official school channels (e.g. school email, Arbor, Google Workspace for Education).
- **Personal Media & Accounts:** Staff must never communicate with pupils or parents using personal email addresses, personal phone numbers or personal social media accounts. Staff must not connect with or "friend" current pupils or parents on personal social network accounts.
- **Mobile Phones & Personal Devices:**
 - Personal mobile phones must be switched off or placed on silent and stored securely during directed contact time with pupils.
 - Personal mobile phones or personal cameras must **never** be used to photograph or record pupils under any circumstances.
 - In Early Years Foundation Stage (EYFS) settings, personal mobile phones are strictly prohibited in learning areas and must be kept in designated staff lockers/areas.

3. Data Protection and Cybersecurity

- **Data Security:** Personal or sensitive data regarding pupils or staff must only be stored on secure school servers or approved cloud platforms (Google Workspace/Arbor).
- **Unencrypted Media:** Removable storage devices (USB drives) must not be used unless they are fully encrypted and issued by the school.
- **Password Confidentiality:** Passwords must adhere to school complexity guidelines, be kept strictly confidential and never be shared with colleagues or pupils.
- **Device Security:** Computer screens must be locked whenever left unattended. Staff must log out of all systems at the end of the working day.

4. Filtering, Monitoring and System Usage

- **Filtering and Monitoring Awareness:** In accordance with KCSIE, all school internet traffic, emails and cloud activity on school-owned devices or networks are logged, filtered and monitored for safeguarding, cyberbullying and illegal content.
- **Appropriate Conduct:** School technology and systems must not be used to access, store, create or transmit material that is illegal, defamatory, offensive or inappropriate.
- **Personal Use:** Limited personal use of school internet or equipment is permitted outside directed working hours, provided it does not interfere with professional duties, contravene safeguarding standards or breach data protection guidelines.



Pupil Acceptable Use Agreements

Key Stage 1 (Nursery, Reception, Year 1 & Year 2)

"How We Stay Safe Online"

- **I ask an adult:** I will always ask a teacher or staff member before I use a computer, tablet or laptop at school.
- **I keep things private:** I will keep my passwords secret and only share them with my teacher or parent.
- **I am kind online:** I will use kind words and be polite when using computers or tablets.
- **I ask for help:** If I see or hear something online that makes me feel sad, scared or confused, I will tell an adult straight away.
- **I look after our equipment:** I will treat school computers, tablets and headphones with care and respect.

Key Stage 2 (Years 3, 4, 5 & 6)

"Our Digital Code of Conduct"

- **Responsible Device Use:** I will only use school computers, laptops and tablets for classwork and activities approved by my teacher. I will handle all school equipment with care.
- **Keeping Passwords Safe:** I will keep my log-in details and passwords private. I will never log in using someone else's account.
- **Online Safety and Privacy:** I will never share my personal information (such as my full name, address, telephone number or school name) online.
- **Kindness and Respect:** I will always be polite, respectful and kind online. I will not send or post anything that is hurtful, mean or offensive. Cyberbullying will not be tolerated.
- **Reporting Concerns:** If I see or receive anything online that makes me feel uncomfortable, scared or worried, I will report it immediately to a teacher, teaching assistant or another trusted adult.
- **Media and Files:** I will not download files, apps or software without explicit permission from a staff member.
- **Filtering:** I understand that the school monitors how I use the internet and school devices to keep me safe. I will not try to bypass school security systems or filtering filters.



Parent and Carer Digital Communication & Media Agreement

At Our Lady and St. Philomena's Catholic Primary School, we value working in close partnership with parents and carers. This agreement sets out guidelines for appropriate digital communication, media sharing and online conduct to maintain a safe, respectful environment for our entire school community.

1. Respectful Digital Communication

- Parents and carers are encouraged to communicate with the school via official administrative channels, including the Arbor app, official school email or by calling the main office.
- Digital communications sent to staff should be polite and respectful. Staff will respond to routine digital communications during standard working hours.
- Social media platforms (such as community groups or forums) should not be used to raise formal complaints or air grievances about staff or pupils. Any concerns should be addressed directly to the Headteacher through established school channels.

2. Photography, Video and Social Media at School Events

We welcome parents and carers capturing special moments during school events, performances, assemblies and sports days, subject to the following rules:

- **Personal Use Only:** Photographs and videos taken at school events containing other pupils are for private family use only.
- **Social Media Prohibition:** In accordance with safeguarding and data protection guidelines, photos or videos containing images of other children must **never** be uploaded, shared or published on public social media platforms (e.g. Facebook, Instagram, TikTok, X).
- **Designated Photography Areas:** Parents must respect instructions from school staff regarding when and where photography or filming is permitted during an event.

3. Parent / Carer Declaration

Declaration by the Parent and Carer for the Digital Communication & Media Agreement (AUP) is included in the Home School Agreement - signed electronically through Arbor or physically through a letter sent home.