



Acceptable Use Agreement

EYFS and Key Stage 1 pupils

Using technology safely at school

Remember these four things

Be kind

Keep information private

Ask an adult

**Tell someone if
something worries you**

Computers, tablets, the internet and other technology can help us learn, create and have fun. At Discovery Trust, we want everyone to be safe, kind and responsible when using technology.

Adults may check how school technology is being used to help keep everyone safe.

An adult will read and talk about these rules with me.

My online safety promises

I will	I will not
use computers, tablets and other technology when an adult says I can.	try to get around the school's internet safety settings.
use school devices and websites for learning and activities my teacher has chosen.	use somebody else's account or pretend to be somebody else.
be kind and respectful to other people when I use technology.	deliberately search for things that I know are not suitable.
keep my password or login details private and only use my own account.	send unkind, rude, frightening or upsetting messages.
ask an adult before I type or share information about myself.	take or share photographs, videos or recordings of other people without permission.
ask an adult before I take, use or share a photograph, video or recording.	share my address, phone number, passwords or other private information online.
only use websites, apps, games and online tools that my school has allowed me to use.	download or install games, apps or programs unless an adult has told me I can.
follow my school's rules about phones, smart watches, smart glasses and other personal or wearable devices.	use AI or other online tools unless my teacher has said they are safe and allowed me to use them.
look after school devices and use them carefully.	bring into school or wear smart watches, smart glasses or other wearable technology unless the headteacher has said I can.
ask for help if I am not sure what to do.	
tell an adult if someone I do not know tries to talk to me or contact me online.	



I will	I will not
tell an adult if someone online asks me to keep something secret.	

If something goes wrong

I can always tell an adult.

I will not be in trouble just because:

- I clicked something by mistake.
- something upsetting appeared on my screen.
- somebody sent me something I did not ask for.
- somebody tricked me.
- I am worried or embarrassed about what happened.

I can speak to my teacher, another trusted adult or the school's safeguarding team.

The most important thing is that I tell someone so they can help me.

Pupil agreement

My teacher or another adult has talked to me about these rules.

I will try to use technology safely, kindly and responsibly.

Pupil name: _____

Class: _____

Pupil signature/mark: _____

Date: _____

For younger pupils, a signature or mark is optional and should be appropriate to their age and ability.

Parent/carers acknowledgement

I have discussed this Acceptable Use Agreement with my child in a way that is appropriate to their age and understanding.

I understand that the school will teach my child how to use technology safely and responsibly and that I should contact the school if I have concerns about my child's online safety.

I will support the school's expectations relating to:

- safe and respectful use of technology;
- personal information and privacy;
- photographs, videos and recordings;
- mobile phones, smart watches, smart glasses and other personal or wearable devices;
- school-approved websites, apps and online services;
- reporting online safety or safeguarding concerns.

Parent/carers name: _____

Signature: _____

Date: _____



For schools

Discovery Trust controlled document. Schools must use the current Trust-approved version. An accessible adaptation may be made where required to meet a pupil's age, development, SEND or communication needs, but the safeguarding expectations must not be weakened. Where an exception to wearable-device restrictions is required for medical, disability, SEND, safeguarding or another agreed need, this should be authorised and recorded through the school's local arrangements. This is consistent with the core Online Safety Policy.