



Discovery Trust

Acceptable Use Agreement

Key Stage 2 pupils

Using technology safely, respectfully and responsibly

Remember these four things

Be kind

Keep information private

Ask an adult

**Tell someone if
something worries you**

Technology helps us learn, communicate, create and find information. When we use school devices, accounts, websites, apps and online services, we have a responsibility to use them safely, respectfully and responsibly.

I understand that activity on school-managed devices, accounts and networks may be filtered and monitored to help keep pupils safe, protect school systems and support appropriate use.

This agreement explains what Discovery Trust expects from pupils in Key Stage 2.

My online safety promises

I will	I will not
use school technology for learning and activities approved by an adult.	deliberately search for, access, create or share harmful, illegal, abusive or inappropriate content.
use only my own school account and keep my password private.	bully, threaten, embarrass, harass or deliberately upset another person online.
use only websites, apps, online services and AI tools that my school has approved.	send or share rude, discriminatory, sexualised or offensive messages, images or content.
follow an adult's instructions when using technology.	share nude or semi-nude images of myself or anyone else.
be kind, respectful and responsible when communicating or working with others online.	use AI, image-generation tools or other technology to create harmful, unkind, misleading, sexualised or humiliating content about another person.
think carefully before sharing information, photographs, videos, recordings or messages.	use technology to impersonate another person or pretend to be someone I am not.
ask permission before taking or sharing photographs, video or audio of another person.	use another person's account, password or identity.
protect personal information such as my address, phone number, passwords and account details.	try to get around the school's filtering, monitoring or security systems.
follow my school's rules about mobile phones, smart watches, smart glasses, personal devices and school-owned devices.	use VPNs, proxies, hotspots or other methods to bypass school controls.



I will	I will not
look after school devices and report damage, loss or technical problems.	download or install apps, software, games or files unless I have permission.
remember that information online may be inaccurate, misleading or false.	enter personal, private or sensitive information into an AI or online tool unless my school has approved it and an adult has told me it is safe to do so.
tell a trusted adult if I see or receive something online that worries, frightens, upsets or confuses me.	use a personal device in school unless this is allowed by my school's arrangements.
tell a trusted adult if someone is unkind, threatening, asks me for personal information or pressures me to do something online.	create an account, sign up to a website or online service, or use my school email address to register for something unless an adult has given me permission.
tell an adult if somebody asks me to send or share an inappropriate photograph, video or message.	make changes to settings or other controls on school-managed devices, or access files, folders, systems, networks or areas that are not meant for my use.
tell an adult if somebody threatens to share an image or information about me.	write on, stick things to, decorate or otherwise personalise a school device.
report suspicious messages, links or scams.	bring into school or wear wearable, recording-enabled or AI-enabled technology, such as smart watches, smart glasses, digital pens or smart jewellery, unless the headteacher has given permission as part of an agreed school arrangement.
tell an adult if I think somebody else has used my account or knows my password.	
ask for help if I am unsure whether something is safe or appropriate.	
tell a trusted adult if someone I do not know contacts me, asks me to move to another app or platform, asks me to keep an online secret, or asks to meet me.	
only use cameras, microphones, chat, screen sharing or livestreaming when my teacher or school has allowed me to.	

Using AI and image-generation tools

If my school allows me to use AI or image-generation tools:

- I will use them only for the activity my teacher has asked me to complete.
- I will remember that AI can make mistakes or create information that is not true.
- I will not enter personal or private information about myself or anybody else.
- I will not use AI to bully, embarrass, impersonate or harm another person.
- I will tell an adult if an AI tool creates something worrying, inappropriate or unexpected.

If something goes wrong

I will tell a trusted adult.



I should still ask for help even if:

- I clicked something by mistake.
- I broke one of the school's technology rules.
- somebody tricked or pressured me.
- I shared something and now regret it.
- somebody has threatened me.
- I am embarrassed or worried about what has happened.

I will not be expected to deal with an online problem by myself.

If I see or receive a nude, semi-nude, sexualised or abusive image, I will not forward it, screenshot it, save it or show it to other pupils. I will tell a trusted adult instead.

Pupil agreement

I have discussed these expectations with an adult and understand how Discovery Trust expects me to use technology.

I will try to use technology safely, respectfully and responsibly and will tell an adult if I am worried about something online.

Pupil name: _____

Class: _____

Pupil signature: _____

Date: _____

Parent/carers acknowledgement

I have discussed this Acceptable Use Agreement with my child and will support the school's expectations for safe, respectful and responsible use of technology.

I understand that the school will provide age-appropriate online safety education and that I should contact the school if I have concerns about my child's online safety.

Parent/carers name: _____

Signature: _____

Date: _____

For schools

Discovery Trust controlled document. Schools must use the current Trust-approved version of this agreement. An accessible adaptation may be made where required for a pupil's 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 agreement remains aligned with the Discovery Trust Online Safety Policy.