



Discovery Trust

Accessible / SEND Adaptation

Pupil Acceptable Use Agreement

A simpler, supported version for pupils who need an accessible adaptation

This version may be adapted to the pupil's age, development, SEND, communication needs and understanding. The wording may be simplified further, but the safeguarding expectations must not be weakened.

Remember these four things

Be kind

Keep information private

Ask an adult

**Tell someone if
something worries you**

My technology rules

Rule	What this means
1. I use technology safely	I will use school computers, tablets and devices when an adult says I can. I will use websites, apps and online tools that my school has allowed. I will use my own account, keep my password private, look after school equipment and follow the rules for phones, smart watches, smart glasses and other devices. I will only bring or wear smart or recording technology if the headteacher has said I can.
2. I am kind online	I will be kind, use respectful words, think before I send, post or share something, and tell an adult if someone is unkind to me online. I will not bully, frighten, upset or embarrass someone using technology.
3. I keep information private	I will not share private information unless a trusted adult tells me it is safe. Private information can include my password, home address, phone number, where I am, or private information about me or someone else.
4. I am careful with photographs and videos	I will ask before taking a photograph, video or recording of someone. I will follow my school's rules about sharing photographs and videos. I will not take or share inappropriate photographs, share private or sexual images, or use AI or other technology to make an embarrassing, sexual or harmful image of someone.
5. I only use approved AI and online tools	If my school allows me to use AI or image-generation tools, I will use them when an adult tells me I can, follow



Rule	What this means
	instructions, keep private information out of them, and tell an adult if they show me something worrying or inappropriate. I will not use them to hurt, embarrass or pretend to be another person.
6. I do not try to get around school safety systems	I will not try to turn off or avoid the school's internet safety settings, use another person's account, use VPNs, hotspots or other ways to avoid school controls, or download apps or software unless an adult says I can.

If something worries me

I tell an adult.

I should tell an adult if:

- I see something scary, upsetting or confusing.
- someone sends me something I do not like.
- someone asks me for a photograph or private information.
- someone tells me to keep an online secret.
- someone threatens me.
- somebody is unkind to me online.
- I click something by mistake.
- I think someone knows my password.
- I am not sure what to do.

I can still tell someone even if I think I have broken a rule.

Adults will help me understand what has happened and help keep me safe.

My trusted adults

At school I can talk to:

At home I can talk to:

My agreement

An adult has helped me understand these rules.

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

Pupil name: _____

Class/group: _____

Pupil signature, mark or symbol: _____

Date: _____



A signature is not required where it would not be meaningful for the pupil.

Adult acknowledgement

I have discussed these expectations with the pupil using communication appropriate to their understanding.

Adult name: _____

Role: _____

Signature: _____

Date: _____

School adaptation record

Trust AUP this version is adapted from:

- ☐ EYFS/KS1
- ☐ KS2
- ☐ KS3
- ☐ KS4/Post-16

Adaptations used:

- ☐ Easy-read wording
- ☐ Symbols/pictures
- ☐ Widgeit/communication symbols
- ☐ Makaton-supported communication
- ☐ Large print
- ☐ Reduced number of rules
- ☐ Adult-supported reading
- ☐ Communication aid / AAC
- ☐ Social story format
- ☐ Other: _____

Reason for adaptation:

Reviewed by: _____

Review date: _____

For schools

Discovery Trust controlled document. This template may be adapted to meet a pupil's development, SEND or communication needs. Schools may simplify presentation, reduce language, use symbols or provide adult support, but must not remove the core safeguarding expectations around safe use, kindness, privacy, images, reporting concerns, approved tools, wearable-device restrictions and not bypassing safety controls.