



Lowercroft Primary School

Acceptable Use Policy

(This Policy also applies to ERICC's before and after school provision)

Approved by:	Headteacher
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1. Introduction and Purpose

This policy outlines the acceptable use of technology and digital resources by children, staff, and parents within the Early Years Foundation Stage (EYFS) at Lowercroft Primary School. It aims to ensure a safe, responsible and positive digital environment that supports learning and development, in line with our school's vision of Empathy, Respect, Independence, Courage, and Curiosity. This policy is designed to safeguard our youngest pupils and promote their understanding of appropriate online behaviour from an early age.

2. Scope

This policy applies to all members of the Lowercroft Primary School community who access or use school-provided or school-managed technology and digital resources within the EYFS setting. This includes:

- Children in EYFS (Reception).
- EYFS staff (teachers, teaching assistants, support staff).
- Parents/carers of children in EYFS.
- Volunteers and visitors working within the EYFS setting.

3. Principles

This policy is underpinned by the following principles:

- **Safety:** Prioritising the safety and well-being of children online and offline.
- **Responsibility:** Promoting responsible and ethical use of technology.
- **Respect:** Fostering a culture of respect and understanding in the digital environment.
- **Learning:** Using technology to enhance learning and development opportunities.
- **Transparency:** Ensuring clear and accessible guidelines for acceptable use.

4. Roles and Responsibilities

- **Headteacher:** Overall responsibility for the implementation and review of this policy.
- **EYFS Lead:** Responsible for ensuring the policy is implemented effectively within the EYFS setting and for providing training and support to staff.
- **Designated Safeguarding Lead (DSL):** Responsible for addressing any safeguarding concerns related to online safety.
- **Teachers and Teaching Assistants:** Responsible for supervising children's use of technology, promoting safe online behaviour, and reporting any concerns.

- **Parents/Carers:** Responsible for supporting the school in promoting safe online behaviour at home and for discussing online safety with their children.
- **Children:** Responsible for following the school's rules for acceptable use and for reporting any concerns to a trusted adult.

5. Acceptable Use Guidelines for Children

Given the age of children in EYFS, the focus is on supervised and age-appropriate use of technology.

- **Supervised Access:** Children will only access technology under the direct supervision of a member of staff.
- **Age-Appropriate Content:** Children will only access websites, apps, and other digital resources that are age-appropriate and aligned with the EYFS curriculum.
- **Purposeful Use:** Technology will be used for specific learning activities and to support children's development.
- **Simple Rules:** Children will be taught simple rules for using technology safely and respectfully, such as:
 - "We only use the computer with a grown-up."
 - "We are kind to others online."
 - "We tell a grown-up if we see something that makes us feel worried."
- **No Personal Information:** Children will not be asked to share personal information online (e.g., name, address, photos) without parental consent.
- **Image and Video Use:** Images and videos of children will only be taken and used with parental consent.

6. Acceptable Use Guidelines for Staff

- **Professional Conduct:** Staff will model responsible and ethical use of technology at all times.
- **Supervision:** Staff will supervise children's use of technology to ensure their safety and well-being.
- **Curriculum Integration:** Staff will integrate technology into the curriculum in a purposeful and engaging way.
- **Data Protection:** Staff will adhere to the school's data protection policy and GDPR regulations when handling children's personal data.
- **Reporting Concerns:** Staff will report any concerns about online safety or inappropriate use of technology to the DSL or EYFS Lead.
- **Parental Communication:** Staff will communicate with parents/carers about the use of technology in the EYFS setting and provide guidance on safe online behaviour at home.
- Staff will adapt technology use and supervision to meet the individual needs of pupils with SEND, ensuring accessibility and inclusion in line with the school's SEND and pastoral leadership model.

- **Professional Boundaries:** Staff will maintain professional boundaries when communicating with parents/carers and children online.

7. Acceptable Use Guidelines for Parents/Carers

- **Support School Policy:** Parents/carers are expected to support the school in promoting safe online behaviour.
- **Discuss Online Safety:** Parents/carers are encouraged to discuss online safety with their children and to monitor their online activity at home.
- **Report Concerns:** Parents/carers are encouraged to report any concerns about online safety to the school.
- **Image and Video Use:** Parents/carers are asked to respect the privacy of other children and not to share images or videos taken at school events without consent.
- **Communication:** Parents/carers are expected to communicate with the school in a respectful and appropriate manner when using digital communication channels.
- Parents/carers are encouraged to establish appropriate boundaries for technology use at home, including time limits and supervised access, and to use parental controls where possible.

8. Unacceptable Use

Unacceptable use of technology includes, but is not limited to:

- Accessing inappropriate or harmful content.
- Cyberbullying or online harassment.
- Sharing personal information without consent.
- Violating copyright laws.
- Damaging or misusing school equipment.
- Using technology for illegal or unethical purposes.
- Any breaches of this policy will be addressed promptly with appropriate support, guidance, and, if necessary, sanctions, in line with the school's Behaviour and Safeguarding policies.

9. Monitoring and Review

- The EYFS Lead will monitor the implementation of this policy and report any concerns to the Headteacher and DSL.
- The policy will be reviewed annually by the Headteacher.
- The review will consider any changes in legislation, best practice, or school context.

10. Training and Awareness

- All staff will receive training on this policy and their responsibilities.
- Children will receive age-appropriate instruction on safe online behaviour.
- Parents/carers will be provided with information and resources to support their children's online safety.
- All EYFS staff will receive annual training on online safety and acceptable use, with updates provided as needed. Children will receive regular, age-appropriate lessons on safe technology use integrated into the curriculum. Parents will be invited to termly workshops or receive newsletters with practical online safety advice.

11. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- Data Protection Policy
- Acceptable Use Policy (General School Policy)
- Anti-Bullying Policy
- Behaviour Policy

12. Implementation

This policy will be implemented through:

- Staff training and professional development.
- Age-appropriate lessons and activities for children.
- Parent workshops and information sessions.
- Regular monitoring and review.

Framework Note: This policy directly supports the OFSTED framework's focus on Safeguarding, Personal Development and Well-being, and Early Years provision. By ensuring a safe and responsible digital environment, we are promoting children's well-being and preparing them for life in the digital age. The policy also aligns with the school's improvement priorities, particularly in enhancing consistency and pupil ownership of behaviour and embedding the Pupil Charter to deepen understanding and application of personal development.

The Acceptable Use Home/School Agreement will be available in both paper and digital formats to ensure accessibility for all families. Translations or support will be offered to families where English is an additional language.

Appendix A: EYFS – Acceptable Use Home/School Agreement

By signing below, you are committing to follow the Acceptable Use Agreement.

The school aims to comply with GDPR regulations at all times and as such follows strict protocol about how we use personal data and keep it safe, including the information on this form. It is important that you refer to the school's data protection policy or contact the school if you have any questions about data.

The image contains four illustrated cards, each with a rule and a checkmark icon. The cards are arranged in a 2x2 grid. The top-left card is green and shows a boy pointing to a speech bubble containing icons of a camera, a laptop, and a tablet, with a question mark below them. The top-right card is blue and shows a girl holding a tablet, with a speech bubble containing the 'mini mash' logo and a checkmark. The bottom-left card is orange and shows a boy sitting at a computer desk, looking at a screen with a red 'WARNING' box and a cursor icon, with a question mark in a speech bubble above him. The bottom-right card is yellow and shows a girl looking at a computer monitor displaying a red angry face, with an exclamation mark in a speech bubble above her.

- ✓ I ask before I use a tablet, computer or camera.
- ✓ I tap or click on things I have been shown.
- ✓ I check if I can tap/click on things I haven't seen before.
- ✓ I tell a grown-up if something upsets me.

Please complete and return to school

Name:

Class:

Parent/Carer Signature.....

Appendix B: KS1/KS2– Acceptable Use Home/School Agreement

- I will only access computing equipment when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- I will always use my own username and password to access the school network and subscription services such as Purple Mash.
- In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.

Before I share, post or reply to anything online, I will **THINK**

T is it true?

H is it helpful?

I is it inspiring?

N is it necessary?

K is it kind?

I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.