



CHALFORD HILL PRIMARY SCHOOL

Pupil & Parent/Carer Acceptable Use Agreement

Reviewed: February 2026
Review Due: February 2029

I choose to look after property

- I will use computers, laptops, tablets (iPads) and all other technology equipment carefully and not damage it
- I will not download, open attachments to emails or install programmes without permission
- I will not try to alter computer settings unless I have been asked to, or given permission to by my teacher
- I will immediately report any damage or faults involving equipment or software, however this may have happened

I choose to be kind and helpful

- I will use computers, laptops and all other technology equipment in ways that will not upset or hurt others
- I will respect others' work, including other users' files and documents
- I will be polite and respectful when I send emails or personal messages, post comments on social media or communicate in any other way online

I choose to work hard

- I will only use the school's ICT systems for things a teacher has given me permission to do
- I will not use my personal electronic devices (mobile phones / USB devices/ smart watches etc) in school without permission ("personal electronic device" means any device that a child is in possession of which electronically communicates, sends, receives, stores, reproduces or displays images, voice and/or text communication or data. These devices are not permitted to be used in school classrooms without authorisation of the teacher. The school will impose the appropriate sanction should a child be found to be using any electronic device during lesson time).
- If I bring my phone or smart watch to school so that I can contact parents/carers outside of school time, I will give my phone/smart watch to my class teacher at the start of the day for them to keep it safe. They will return it to me at the end of the school day.*

* 'The Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.' (DfE guidance 'Mobile phones in schools', updated 19 February 2026).

I choose to stay safe

- I will keep my username and password secure - I will not share it, nor will I try to use any other person's username and password
- I will follow the e-safety rules I have been taught
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

AI (Artificial Intelligence)

Artificial Intelligence (AI) is becoming part of everyday life and can be a very useful tool with learning. Just as staff are expected to be considerate and responsible users of AI, children and parents are also.

Children:

Artificial Intelligence (AI) can help me learn better and important for my future, so I promise to use it responsibly and make smart choices.

- In school, I will only use AI tools when and how I am specifically instructed by my teacher.
- At home, I will only use AI tools when supervised by a responsible adult and will check the result of my AI usage with them.

The following apply both in school and at home:

- I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
- I will not share personal or confidential information with an AI tool.
- I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI.
- I will be honest about when I use AI to help with learning, and I will not claim that AI work is my own.
- If I use AI, I will review its work for mistakes.
- I will check with my teacher/ responsible adult when unsure about what is acceptable.

Parents/Carers:

- I will monitor my child's use of AI at home and ensure that it is safe and responsible.
- I will use AI responsibly and in a way that is not harmful to myself or others.

Pupil/ Parent Carer Agreement:

- I have read and understood the Acceptable Use policy.
- I (the pupil) will use the computers, tablets, internet, mobile phones and other new technologies in a responsible way at all times.
- I know that my network and internet use may be monitored.
- I (the Parent/Carer) agree that I will monitor my child's use of technology at home and agree to also model responsible use of technologies to and with my child.