St Cuthbert's Catholic Primary School & Nursery
ICT & Internet Acceptable Use Policy for Pupils and Parents / Carers

The use of ICT (Information and Communication Technology) including the internet, email, learning platforms and devices are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within and outside of the school environment. This is particularly relevant when using social network sites and the emerging prevalence of artificial intelligence software.

St. Cuthbert's are members of National Online Safety, who equip school staff, parents and children with the knowledge they need to understand online dangers and how best to react should an incident arise.

The following ICT & Internet Acceptable Use policies for both parents / carers and pupils are intended to help share the importance that our school places on keeping children safe with particular regard to online safety. Reading and signing the School Acceptable Use Policy helps us to maintain responsible use of the internet and school equipment whilst safeguarding the pupils in school.

We would ask parents and carers to support us by:

✓ Sharing good online behaviours with your child.
✓ Emphasising the importance of the Acceptable Use Statements/School's rules your child has agreed to.
✓ Highlighting the importance of accessing only age appropriate content and sites along with the pitfalls of social media.
✓ Explaining how to keep an appropriate digital footprint.
✓ Discussing what is and isn't appropriate to share online.
✓ Emphasising never to meet anyone online nor trust that everyone has good intentions.
✓ Reporting any concern, you have whether home or school based.
✓ Stressing the importance of openness when being online and that no one should ever be too ashamed or embarrassed to tell a trusted adult if they have seen/shared anything concerning or have had inappropriate online contact.
✓ Drawing up an agreement of online safety rules for outside of school that are applicable even when your child is at home, with family and with friend's.
✓ Avoiding posting or replying to any comments about the school to social media that may have a negative impact. Any concerns or worries should be reported to the school in the first instance.
✓ Encouraging your child to use Google Workspace (Google Classroom, Drive, Docs, Gmail) responsibly — reminding them that these tools are for learning, not for personal use or inappropriate communication.
✓ Talking to your child about AI technology on the internet, explaining that not all information generated by AI is accurate or appropriate, and that they should only use school-approved AI tools under adult guidance.

Parent / Carer Agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet and will make sure my child understands these.

Signed: **Date:**

As a pupil of the Federation of St. Cuthbert's & St. Sebastian's:

✓ 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 impact on others.
✓ 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 will only use AI tools that my teacher has approved, and I will tell an adult if I see or read anything that seems wrong, unkind, or makes me feel uncomfortable.
✓ 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 services such as Google Workspace (Google Classroom, Drive, Docs, Gmail) sensibly and only for schoolwork, showing respect when working on shared documents.
✓ 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 understand that if I behave inappropriately whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.
✓ I understand that I will adhere to this policy, including when asked to learn remotely by school.

Signed: **Date:**

In love with Christ; Be the best I can. Be kind to one another. Amen