



The CARE Federation



Technology acceptable use agreement for pupils

Agreed by Governing Body: Autumn 2025

To be reviewed: Autumn 2026

Group Responsible: SLT

The CARE Federation understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

The Care Federation accepts that personal mobile phones and tablets are often given to pupils by their parents/carers to ensure their safety and personal security, but understands that such devices pose inherent risks and may jeopardise the learning environment.

As a Federation, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

Acceptable use

Pupils bringing personal electronic devices into school must make their parents/ carers aware of this.

The school will make reasonable adjustments for pupils to use their mobile phones in specific circumstances, e.g. to monitor a medical condition via an app or if they are a young carer.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

1. Using technology in school

- I will only use ICT systems, e.g. computers, laptops and tablets, which my class teacher has given me permission to use.
- I will only use the approved email account that has been provided to me by my class teacher.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my class teacher.

- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will only access websites, apps and other online platforms that I have been given permission to use by my class teacher.
- I will ensure that I get permission from my class teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-school hours. During school hours, I will use the internet for school work only.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school ICT systems.
- I will adhere to the online safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
 - Complete homework and coursework, and to prepare for lessons and tests.
 - Undertake revision and research.
- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:
 - Illegal material
 - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
 - Content relating to a person's sexual orientation, gender, religion, race, disability or age
 - Online gambling
 - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
 - Any sexually explicit content
 - Any personal data or information

2. Mobile devices

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will only use personal mobile devices during out-of-school hours.
- If I need to bring my mobile device to school, I will ensure it is either switched off or set to silent mode during school hours, and it will be kept securely, and labelled, in the class teacher's cupboard until the end of the school day.
- I will not use any mobile devices to take pictures of fellow pupils unless I have been asked to by my class teacher and I have their consent.
- I will not use any mobile devices to send inappropriate messages, images, recordings or content.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate, harmful or illegal content.
- I will not access the WiFi system using personal mobile devices.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

- I will not be permitted to use my mobile phone throughout the course of the school day – this will include in between lessons and during break and lunchtimes.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send 'friend' or 'follow' requests from/to any staff member over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
 - Is offensive.
 - Is private or sensitive.
 - Infringes copyright laws.
 - Damages the school's reputation.
 - Is an image or video of any staff, parent or nonconsenting pupil.

4. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the head of school.
- I understand that my use of the internet will be monitored in school and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.
- I understand that the head of school may decide to take disciplinary action against me in accordance with the school's Relationship and Behaviour Policy if I breach this agreement.

5. Cyberbullying

- All personal electronic devices will be used in line with our Online Safety Policy.
- Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.
- As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

I will read and be supported to understand this agreement with my class teacher, and ensure that I will abide by each principle.