



Duke Street Primary School

Internet Acceptable Use Policy

2026/2027

Review date : September 2027

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Duke Street Primary School .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Duke Street Primary School .

Duke Street Primary School implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the PSHE and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Duke Street Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the Board of Governors and Senior Leadership Team.

Should serious online safety incidents take place SLT will be informed.

The implementation of this Internet Acceptable Use policy will be monitored by SLT.

- **Internet Use**

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Pupils will report accidental accessing of inappropriate materials to SLT.

Pupils and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Pupils will use the Internet for educational purposes only.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will never disclose or publicise personal information or passwords.

Pupils will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

- **Email and Messaging**

Downloading by pupils of materials or images not relevant to their education is only allowed with staff permission.

The use of personal email accounts is not allowed at Duke Street Primary School.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Pupils will never arrange a face-to-face meeting with someone they only know through the internet.

- **Social Media and messaging services for Staff and Pupils**

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Duke Street Primary School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Duke Street Primary School into disrepute.

- **Personal Devices**

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Duke Street Primary School :

- Pupils are not allowed to bring personal internet-enabled devices into Duke Street Primary School. Mobile phones must be handed in at the office at the start of the day and collected at 3.25pm. School cannot be responsible for devices but will keep them safe until collection.
- Staff are permitted to wear and use Smartwatches in the work place, provided their use supports professional responsibilities and does not disrupt teaching, meetings or other duties. Personal use should be limited to breaks or non-contact time. Smartwatches must not be used to capture, store, share images, audio, information relating to pupils, colleagues or school operations without authorisation. Notifications and alerts should be managed to avoid distractions during teaching time or confidential activities. Any inappropriate or unprofessional use of Smartwatches that breaches data protection, Safeguarding, or workplace conduct standards will be treated as a policy violation and may lead to disciplinary action.
- Staff may use personal mobile phones in the staff room, offices or classrooms during breaks or at the beginning/end of the school day, provided children are not present within the immediate vicinity. (School acknowledge that app authenticators on personal phones are needed to access secure platforms such as CPOMS and emails).

- **Digital Learning Platforms (including video conferencing)**

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

- **Audio, images and video**

Care will be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in inappropriate activities.

At Duke Street Primary School pupils must not record audio, take, use, share, publish or distribute images of others without their permission.

Taking audio, photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

Recording audio, taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Duke Street Primary School. Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before video, audio or photographs of pupils are published on the school website.

Pupils or staff must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images/video and in particular explicit images/video of pupils and/or minors is an unacceptable behaviour, with serious consequences and sanctions for those involved.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

Duke Street Primary School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual pupils will only be published on the school website with parental permission.

The Duke Street Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

- **Cyberbullying**

In accordance with the Anti-Bullying Procedures for Schools, Duke Street Primary School considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the pupils home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Duke Street Primary School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Duke Street Primary School to ensure that staff and pupils are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Duke Street Primary School considers that a school is not expected to deal with bullying behaviour that occurs when pupils are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the pupils involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Anti-bullying policy.

- **Artificial Intelligence**

Duke Street Primary School recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Duke Street Primary School provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

The selection of AI tools and technologies in Duke Street Primary School aligns with educational goals, including supporting learner agency and promoting critical thinking.

AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.

Duke Street Primary School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.

Duke Street Primary School will make necessary adjustments to our schools adoption and integration of AI based on review and feedback.

A regular review of the impact of AI on learning outcomes is be conducted to ensure continuous improvement.

School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.

All AI tools authorised for use in Duke Street Primary School comply with data protection regulations (GDPR).

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Duke Street Primary School community

Staff and learners must not engage in activities involving AI generated material which might bring Duke Street Primary School into disrepute.

Duke Street Primary School promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.

AI systems used in Duke Street Primary School ensure fairness, transparency, and accountability in decision-making processes.

Learners must attribute AI text and images properly when used in assignments/homework.

Teachers will attribute AI text and images when used.

AI Generated material is allowed for the purpose of research, brainstorming, revising text.

AI Generated material is allowed for certain activities with prior school permission.

If used for research learners must factcheck, check other sources and reference sources.

- **Permission Form**

Legislation

- Data Protection Acts 2018 and UK General Data Protection Regulations (GDPR)
- Keeping Children Safe in Education (KCSIE 2025)
- Child Care Act (2006)
- Online Safety Act (2023)
- Children Act (2004)

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Behaviour Policy, Anti-Bullying Policy and AI Policy, related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities.

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Signature: _____

Date: _____