



Thornbury Primary School – ICT Acceptable Use Policy (AUP)

Date: September 2026

Review Cycle: Annual

Applies to: All staff, pupils, volunteers, visitors, and contractors

Purpose of the Policy

Thornbury Primary School provides access to ICT equipment, the internet, digital learning platforms, and communication tools to enhance teaching, learning, and school operations. This policy ensures that all users understand their responsibilities and use technology safely, respectfully, and responsibly.

Key Principles

- Safeguarding pupils is central to all ICT use.
- Technology should be used to support learning and wellbeing.
- All users must act responsibly, respectfully, and lawfully.
- Online behaviour is subject to the same expectations as behaviour in school.
- Misuse of ICT may result in sanctions in line with the school's Behaviour Policy.

Acceptable Use for Pupils

Pupils must:

- Use school devices and the internet for learning only.
- Follow adult instructions when using laptops, iPads, Chromebooks, or other devices.
- Keep personal information private (full name, address, passwords, school details).
- Tell an adult immediately if something online makes them uncomfortable or worried.
- Use respectful language online and in digital work.
- Log on using their own username and keep passwords secret.
- Report any damage or problems with equipment straight away.

Pupils must not:

- Access or attempt to access inappropriate websites or content.
- Use ICT to bully, upset, or exclude others.
- Take photos, videos, or audio recordings of others without permission.
- Download software, apps, or files without staff approval.
- Share personal information online.
- Attempt to bypass filters or security systems.

Acceptable Use for Staff

Staff must:

- Use school ICT systems for professional purposes only.
- Keep passwords secure and never share login details.
- Store and handle data in line with GDPR and school safeguarding procedures.
- Use only school-approved platforms for communication with pupils and families.
- Report any safeguarding concerns arising from online activity immediately.
- Ensure pupils are supervised appropriately when using ICT.
- Check websites, videos, and resources before using them in lessons.
- Use school devices for photographing pupils and upload images only to secure systems.

Staff must not:

- Use personal devices to communicate with pupils.
- Store pupil data on personal devices or unencrypted drives.
- Access, create, or share inappropriate or offensive material.
- Disable or attempt to bypass school filtering or monitoring systems.
- Allow pupils to use staff accounts or devices unsupervised.

Acceptable Use for Parents and Carers

Parents/carers must:

- Support the school's approach to online safety.
- Use digital platforms (e.g., ClassDojo, email) respectfully and appropriately.
- Not share photos or videos of school events online if they include other children.
- Contact the school directly with concerns rather than posting on social media.
- Ensure children use devices at home safely and responsibly.

Use of School Devices

- Devices must be treated with care and used only for learning.
- Any damage must be reported immediately.
- Devices must not be altered, reset, or used to install software.
- Pupils must not change settings without permission.

Online Safety

Thornbury Primary School uses filtering, monitoring, and safeguarding systems to protect pupils. All users must follow online safety guidance and report concerns immediately.

The school teaches online safety through the curriculum, assemblies, and PSHE.

Digital Communication

- All communication must be respectful, professional, and appropriate.
- Staff must use school-approved channels only.
- Pupils must not use email or messaging tools unless supervised and for learning purposes.

Sanctions for Misuse

Breaches of this policy will be dealt with in line with the school's Behaviour Policy, Staff Code of Conduct, and Safeguarding Policy. Sanctions may include:

- Restricted ICT access
- Behaviour consequences
- Parental meetings
- Disciplinary action for staff
- Safeguarding referrals where necessary

Agreement

All pupils, staff, parents, volunteers, and visitors must agree to follow this policy. Pupils will review the rules annually in class, and staff will confirm compliance as part of annual safeguarding training.