



Acceptable Use Agreement

EYFS and Key Stage 1 pupils

Using technology safely at school

Remember these four things

Be kind	Keep information private	Ask an adult	Tell someone if something worries you
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Computers, tablets, the internet and other technology can help us learn, create and have fun. At Discovery Trust, we want everyone to be safe, kind and responsible when using technology.

Adults may check how school technology is being used to help keep everyone safe.

An adult will read and talk about these rules with me.

My online safety promises

I will	I will not
use computers, tablets and other technology when an adult says I can.	try to get around the school's internet safety settings.
use school devices and websites for learning and activities my teacher has chosen.	use somebody else's account or pretend to be somebody else.
be kind and respectful to other people when I use technology.	deliberately search for things that I know are not suitable.
keep my password or login details private and only use my own account.	send unkind, rude, frightening or upsetting messages.
ask an adult before I type or share information about myself.	take or share photographs, videos or recordings of other people without permission.
ask an adult before I take, use or share a photograph, video or recording.	share my address, phone number, passwords or other private information online.
only use websites, apps, games and online tools that my school has allowed me to use.	download or install games, apps or programs unless an adult has told me I can.
follow my school's rules about phones, smart watches, smart glasses and other personal or wearable devices.	use AI or other online tools unless my teacher has said they are safe and allowed me to use them.
look after school devices and use them carefully.	bring into school or wear smart watches, smart glasses or other wearable technology unless the headteacher has said I can.
ask for help if I am not sure what to do.	

**I will**

tell an adult if someone I do not know tries to talk to me or contact me online.

I will not

tell an adult if someone online asks me to keep something secret.

If something goes wrong

I can always tell an adult.

I will not be in trouble just because:

- I clicked something by mistake.
- something upsetting appeared on my screen.
- somebody sent me something I did not ask for.
- somebody tricked me.
- I am worried or embarrassed about what happened.

I can speak to my teacher, another trusted adult or the school's safeguarding team.

The most important thing is that I tell someone so they can help me.

Pupil agreement

My teacher or another adult has talked to me about these rules.

I will try to use technology safely, kindly and responsibly.

Pupil name: _____

Class: _____

Pupil signature/mark: _____

Date: _____

For younger pupils, a signature or mark is optional and should be appropriate to their age and ability.

Parent/carer acknowledgement

I have discussed this Acceptable Use Agreement with my child in a way that is appropriate to their age and understanding.

I understand that the school will teach my child how to use technology safely and responsibly and that I should contact the school if I have concerns about my child's online safety.

I will support the school's expectations relating to:

- safe and respectful use of technology;
- personal information and privacy;
- photographs, videos and recordings;
- mobile phones, smart watches, smart glasses and other personal or wearable devices;
- school-approved websites, apps and online services;
- reporting online safety or safeguarding concerns.

Parent/carer name: _____

Signature: _____



Date: _____

For schools

Discovery Trust controlled document. Schools must use the current Trust-approved version. An accessible adaptation may be made where required to meet a pupil's age, development, SEND or communication needs, but the safeguarding expectations must not be weakened. Where an exception to wearable-device restrictions is required for medical, disability, SEND, safeguarding or another agreed need, this should be authorised and recorded through the school's local arrangements. This is consistent with the core Online Safety Policy.



Discovery Trust

Acceptable Use Agreement

Key Stage 2 pupils

Using technology safely, respectfully and responsibly

Remember these four things

Be kind	Keep information private	Ask an adult	Tell someone if something worries you
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Technology helps us learn, communicate, create and find information. When we use school devices, accounts, websites, apps and online services, we have a responsibility to use them safely, respectfully and responsibly.

I understand that activity on school-managed devices, accounts and networks may be filtered and monitored to help keep pupils safe, protect school systems and support appropriate use.

This agreement explains what Discovery Trust expects from pupils in Key Stage 2.

My online safety promises

I will	I will not
use school technology for learning and activities approved by an adult.	deliberately search for, access, create or share harmful, illegal, abusive or inappropriate content.
use only my own school account and keep my password private.	bully, threaten, embarrass, harass or deliberately upset another person online.
use only websites, apps, online services and AI tools that my school has approved.	send or share rude, discriminatory, sexualised or offensive messages, images or content.
follow an adult's instructions when using technology.	share nude or semi-nude images of myself or anyone else.
be kind, respectful and responsible when communicating or working with others online.	use AI, image-generation tools or other technology to create harmful, unkind, misleading, sexualised or humiliating content about another person.
think carefully before sharing information, photographs, videos, recordings or messages.	use technology to impersonate another person or pretend to be someone I am not.
ask permission before taking or sharing photographs, video or audio of another person.	use another person's account, password or identity.
protect personal information such as my address, phone number, passwords and account details.	try to get around the school's filtering, monitoring or security systems.
follow my school's rules about mobile phones, smart	use VPNs, proxies, hotspots or other methods to



I will	I will not
watches, smart glasses, personal devices and school-owned devices.	bypass school controls.
look after school devices and report damage, loss or technical problems.	download or install apps, software, games or files unless I have permission.
remember that information online may be inaccurate, misleading or false.	enter personal, private or sensitive information into an AI or online tool unless my school has approved it and an adult has told me it is safe to do so.
tell a trusted adult if I see or receive something online that worries, frightens, upsets or confuses me.	use a personal device in school unless this is allowed by my school's arrangements.
tell a trusted adult if someone is unkind, threatening, asks me for personal information or pressures me to do something online.	create an account, sign up to a website or online service, or use my school email address to register for something unless an adult has given me permission.
tell an adult if somebody asks me to send or share an inappropriate photograph, video or message.	make changes to settings or other controls on school-managed devices, or access files, folders, systems, networks or areas that are not meant for my use.
tell an adult if somebody threatens to share an image or information about me.	write on, stick things to, decorate or otherwise personalise a school device.
report suspicious messages, links or scams.	bring into school or wear wearable, recording-enabled or AI-enabled technology, such as smart watches, smart glasses, digital pens or smart jewellery, unless the headteacher has given permission as part of an agreed school arrangement.
tell an adult if I think somebody else has used my account or knows my password.	
ask for help if I am unsure whether something is safe or appropriate.	
tell a trusted adult if someone I do not know contacts me, asks me to move to another app or platform, asks me to keep an online secret, or asks to meet me.	
only use cameras, microphones, chat, screen sharing or livestreaming when my teacher or school has allowed me to.	

Using AI and image-generation tools

If my school allows me to use AI or image-generation tools:

- I will use them only for the activity my teacher has asked me to complete.
- I will remember that AI can make mistakes or create information that is not true.
- I will not enter personal or private information about myself or anybody else.
- I will not use AI to bully, embarrass, impersonate or harm another person.
- I will tell an adult if an AI tool creates something worrying, inappropriate or unexpected.



If something goes wrong

I will tell a trusted adult.

I should still ask for help even if:

- I clicked something by mistake.
- I broke one of the school's technology rules.
- somebody tricked or pressured me.
- I shared something and now regret it.
- somebody has threatened me.
- I am embarrassed or worried about what has happened.

I will not be expected to deal with an online problem by myself.

If I see or receive a nude, semi-nude, sexualised or abusive image, I will not forward it, screenshot it, save it or show it to other pupils. I will tell a trusted adult instead.

Pupil agreement

I have discussed these expectations with an adult and understand how Discovery Trust expects me to use technology.

I will try to use technology safely, respectfully and responsibly and will tell an adult if I am worried about something online.

Pupil name: _____

Class: _____

Pupil signature: _____

Date: _____

Parent/carer acknowledgement

I have discussed this Acceptable Use Agreement with my child and will support the school's expectations for safe, respectful and responsible use of technology.

I understand that the school will provide age-appropriate online safety education and that I should contact the school if I have concerns about my child's online safety.

Parent/carer name: _____

Signature: _____

Date: _____

For schools

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Discovery Trust

Accessible / SEND Adaptation

Pupil Acceptable Use Agreement

A simpler, supported version for pupils who need an accessible adaptation

This version may be adapted to the pupil's age, development, SEND, communication needs and understanding. The wording may be simplified further, but the safeguarding expectations must not be weakened.

Remember these four things

Be kind	Keep information private	Ask an adult	Tell someone if something worries you
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My technology rules

Rule	What this means
1. I use technology safely	I will use school computers, tablets and devices when an adult says I can. I will use websites, apps and online tools that my school has allowed. I will use my own account, keep my password private, look after school equipment and follow the rules for phones, smart watches, smart glasses and other devices. I will only bring or wear smart or recording technology if the headteacher has said I can.
2. I am kind online	I will be kind, use respectful words, think before I send, post or share something, and tell an adult if someone is unkind to me online. I will not bully, frighten, upset or embarrass someone using technology.
3. I keep information private	I will not share private information unless a trusted adult tells me it is safe. Private information can include my password, home address, phone number, where I am, or private information about me or someone else.
4. I am careful with photographs and videos	I will ask before taking a photograph, video or recording of someone. I will follow my school's rules about sharing photographs and videos. I will not take or share inappropriate photographs, share private or sexual images, or use AI or other technology to make an embarrassing, sexual or



Rule	What this means
	harmful image of someone.
5. I only use approved AI and online tools	If my school allows me to use AI or image-generation tools, I will use them when an adult tells me I can, follow instructions, keep private information out of them, and tell an adult if they show me something worrying or inappropriate. I will not use them to hurt, embarrass or pretend to be another person.
6. I do not try to get around school safety systems	I will not try to turn off or avoid the school's internet safety settings, use another person's account, use VPNs, hotspots or other ways to avoid school controls, or download apps or software unless an adult says I can.

If something worries me

I tell an adult.

I should tell an adult if:

- I see something scary, upsetting or confusing.
- someone sends me something I do not like.
- someone asks me for a photograph or private information.
- someone tells me to keep an online secret.
- someone threatens me.
- somebody is unkind to me online.
- I click something by mistake.
- I think someone knows my password.
- I am not sure what to do.

I can still tell someone even if I think I have broken a rule.

Adults will help me understand what has happened and help keep me safe.

My trusted adults

At school I can talk to:

At home I can talk to:

My agreement

An adult has helped me understand these rules.

I will try to use technology safely, kindly and responsibly.

Pupil name: _____



Class/group: _____

Pupil signature, mark or symbol: _____

Date: _____

A signature is not required where it would not be meaningful for the pupil.

Adult acknowledgement

I have discussed these expectations with the pupil using communication appropriate to their understanding.

Adult name: _____

Role: _____

Signature: _____

Date: _____

School adaptation record

Trust AUP this version is adapted from:

- ☐ EYFS/KS1
- ☐ KS2
- ☐ KS3
- ☐ KS4/Post-16

Adaptations used:

- ☐ Easy-read wording
- ☐ Symbols/pictures
- ☐ Widgit/communication symbols
- ☐ Makaton-supported communication
- ☐ Large print
- ☐ Reduced number of rules
- ☐ Adult-supported reading
- ☐ Communication aid / AAC
- ☐ Social story format
- ☐ Other: _____

Reason for adaptation:

Reviewed by: _____

Review date: _____

For schools

Discovery Trust controlled document. This template may be adapted to meet a pupil's development, SEND or communication needs. Schools may simplify presentation, reduce language, use symbols or provide adult support, but must not remove the core safeguarding expectations around safe use, kindness, privacy, images, reporting concerns, approved tools, wearable-device restrictions and not bypassing safety controls.