



RESPECT. ASPIRE. RESILIENT

North Baddesley Junior School
Acceptable Use Agreement for ICT (Pupils)

School ICT, Online Safety and AI

Acceptable Use Agreement

Pupil Agreement – September 2026

To help keep myself and others safe when using technology, I agree to follow these rules:

- I will only use ICT equipment with permission. This includes computers, laptops, tablets, iPads, cameras, microphones, scanners, printers and other digital devices.
- I will use all school technology responsibly, respectfully and safely.
- I will make sure that all online communication on school devices with children and adults is polite, sensible and appropriate.
- I understand that I must be supervised by a member of staff when using the internet in school unless I have been given permission otherwise.
- I will not click on unfamiliar pop-ups, links or downloads. If I am unsure about something online, I will tell a teacher or trusted adult immediately.
- I will only open emails or attachments from people I know or that a teacher has approved.
- I will not copy work from the internet or from AI tools and pretend it is my own work.
- I will respect copyright and intellectual property and will always acknowledge sources when required.
- I will only use my school email account and online learning accounts for educational purposes.

- I will not share personal information online, including my home address, phone number, passwords or photographs, unless a trusted adult has given permission.
- If I see or find anything online that makes me uncomfortable, worried or upset, I will tell a teacher, parent or carer straight away.
- I will not deliberately search for, save, create or share anything that could be considered harmful, offensive, inappropriate or unkind.
- I will not use technology to bully, upset, threaten or exclude anyone.
- I will keep my passwords private and secure and will not use another person's account.
- If I know that someone is misusing school equipment or behaving unsafely online, I will report it to a member of staff.
- I understand that my use of school ICT systems, devices and internet access may be monitored to help keep everyone safe.
- I understand that parents/carers may be contacted if there are concerns about my online safety or use of technology.
- If I bring a mobile phone or personal device into school, I will follow the school rules and any signed agreements relating to its use.

Responsible Use of Artificial Intelligence (AI)

- I understand that AI tools (such as chatbots, image generators or writing assistants) must only be used when a teacher has given permission.
- I will use AI safely, responsibly and for learning purposes only.
- I will not use AI to cheat, complete homework dishonestly or submit AI-generated work as my own.
- I will check any information produced by AI because AI can sometimes give incorrect or inappropriate answers.
- I will not enter personal, private or sensitive information into AI tools.
- I will not use AI to create harmful, offensive, fake or misleading content.

- I understand that teachers may check how AI has been used in my work.

Agreement

I understand that these rules are in place to help keep everyone safe and to support positive and responsible use of technology in school.

Signed by Pupil:

Name: _____

Class: _____

Signature: _____

Date: September 2026