



Acceptable Use Agreement (Consent Form)

Staff and Visitors

(Compliant with KCSIE 2025, DfE AI in Education Guidance, and statutory safeguarding requirements)

1. Purpose

This agreement sets out expectations for the safe, responsible, and lawful use of school technology, networks, mobile phones, and artificial intelligence (AI) tools. It applies to all users: staff, pupils, and visitors. Its purpose is to safeguard children, uphold data protection, and ensure compliance with statutory guidance.

2. General Principles

- **Safeguarding First:** All use of technology must prioritise the safety and wellbeing of children.
- **Responsible Use of AI:** AI tools may be used to support teaching, learning, and administration, but must be applied ethically, transparently, and with human oversight.
- **Data Protection:** Users must comply with GDPR and school data protection policies.
- **Respect and Integrity:** Technology must not be used to bully, harass, or spread misinformation/disinformation.

3. Expectations for Staff

- Use school devices and AI tools only for professional, educational purposes.
- Ensure AI-generated content is checked for accuracy and bias before use with pupils.
- Report safeguarding concerns flagged by monitoring systems immediately.
- Do not attempt to bypass school filtering or monitoring systems.
- Model safe and responsible online behaviour for pupils.

4. Expectations for Pupils

- Use school devices, internet, and AI tools only for learning.
- Never attempt to access inappropriate, harmful, or extremist content.
- Do not share personal information online without staff approval.
- Report anything that makes you feel unsafe to a trusted adult.
- Understand that your activity is monitored for safeguarding purposes.

5. Expectations for Visitors

- Use guest access responsibly and only for agreed purposes.
- Do not attempt to install software, access restricted sites, or use AI tools without authorisation.
- Respect the safeguarding and data protection policies of the school.

6. Mobile Phone Use (Primary School)

Pupils:

- Pupils are not permitted to use mobile phones during the school day.
- If a phone is brought to school, it must be handed in at the start of the day and collected at home time.
- Phones must remain switched off while on school premises.

Staff:

- Staff may use mobile phones for professional purposes only, never in front of pupils unless directly related to teaching or safeguarding.
- Personal use of mobile phones should be restricted to non-contact times and away from pupils.
- Visitors:
- Visitors must not use mobile phones in classrooms or playgrounds.
- Photography or recording of pupils is strictly prohibited unless authorised by the Headteacher.

7. Monitoring & Filtering

- The school uses DfE-compliant filtering and monitoring systems to block harmful content and detect safeguarding risks.
- All activity on school devices and networks may be logged and reviewed.
- Attempts to bypass these systems will be treated as a breach of this agreement.

8. Consent & Acknowledgement

By signing this agreement, you confirm that:

- You understand and accept the expectations outlined above.
- You consent to the monitoring of your activity on school systems for safeguarding purposes.
- You agree to use technology, mobile phones, and AI responsibly, ethically, and in compliance with statutory guidance.

Signatures

- Staff/Visitor Name: _____
- Role/Year Group (if applicable): _____
- Date: _____
- Signature: _____