



EDUCATION
EAST SUSSEX
TOGETHER FOR EXCELLENCE
AND INCLUSION



Pupil Acceptable Use Agreements

Early Years/ KS1 and KS2

The Bluebell Federation: Rooted and Established in Love.

Our Bluebell Federation Vision: Every child will blossom academically and emotionally in a nurturing environment rooted in love and kindness.

This policy was adopted in October 2026

This policy is due for review in September 2027



Early Years / Key Stage 1

My Safe Technology Rules

These rules help me use computers, tablets, phones, smart devices and the internet safely and kindly.

My rule	I understand
I ask an adult before I use a device, app, game or website.	
I use the things my adult or teacher says are okay for me.	
I keep my password and personal information private.	
I am kind and respectful when I use technology.	
I ask before I take a photo, video or recording of someone.	
I ask before I use a smart watch or other connected device.	
I tell an adult if I see or hear something that worries, frightens or upsets me.	
I tell an adult if someone online asks me to do something that feels wrong or secret.	
If I click or send something by mistake, I tell an adult so they can help me.	
I look after the setting's devices and tell an adult if something is broken or not working properly.	
The adults at school help keep everyone safe when using computers, tablets and the internet. Sometimes they may look at what	

Pupil Acceptable Use Agreements

My rule	I understand
is being used on school devices to make sure everyone is safe and using them responsibly	

Our agreement

We have talked about these rules together.

Child's name	[Insert]
Adult who discussed the agreement	[Insert]
Date	[Insert]

Key Stage 2

My Acceptable Use Agreement

Technology can help me learn, communicate and be creative. I agree to use it safely, responsibly and respectfully.

Keep myself safe

- I keep my passwords, login details and personal information private.
- I use only accounts, apps, websites, AI tools and services that the setting has allowed me to use.
- I think carefully before I click links, download files or respond to messages.
- I tell a trusted adult if something online worries me, upsets me, asks me to keep a secret, or asks for personal information.
- If I make a mistake online, I tell an adult as soon as I can so they can help.

Keep other people safe

- I am kind and respectful in messages, games, shared work and other online spaces.
- I ask before I take, share or post a photo, video or recording of someone.
- I do not create, ask for, share or forward sexual, frightening, cruel or harmful images or messages.
- I do not pretend to be another person or use AI to make fake images, voices or messages about them.
- I tell an adult if I see bullying, threatening behaviour or something that could harm someone.

Look after accounts and devices

- I use my own account and do not try to access someone else's account.

Pupil Acceptable Use Agreements

- I do not share passwords or security codes with friends.
- I look after setting devices and report damage, loss or unusual behaviour.
- I do not try to bypass filtering, monitoring, security or other safety controls.
- I follow the setting's rules for phones, smart watches, smart glasses and other personal or connected devices.

Use AI and smart technology responsibly

- I use AI only when my teacher or the setting says I may.
- I do not put personal or private information about myself or someone else into an AI tool unless a member of staff says it is safe to do so.
- I remember that AI can be wrong, biased or make things up, so I check important information.
- I do not use smart watches, smart glasses, wearable cameras or other devices to record or message people when the setting's rules do not allow it.

I understand

- The setting may monitor activity on its systems, accounts and managed devices to help keep people and technology safe.
- If I do not follow this agreement, the setting may limit my access to technology or respond under its Behaviour, Safeguarding or Mobile Phone and Personal Device policies.
- I can always ask a trusted adult for help.

Agreement

Pupil name	[Insert]
Pupil signature / acknowledgement	[Insert]
Parent/carer acknowledgement (if used locally)	[Insert / optional]

Appendix: SEND, accessibility and alternative formats

These agreements should be adapted where necessary so that pupils can understand and meaningfully engage with the expectations. The safeguarding standard should remain consistent; the language and presentation should change to meet the learner's needs.

Possible adaptations include:

- Easy Read or symbol-supported versions;
- larger print, increased spacing or simplified layout;
- audio, signed or video versions;
- communication-board or AAC-compatible wording;
- shorter sets of rules taught over time rather than presented all at once;
- adult-supported discussion and repeated reinforcement;
- personalised examples linked to the pupil's actual devices, apps and routines;
- translation or EAL support where needed; and
- recording acknowledgement through an appropriate alternative to a written signature.

Where a pupil uses AI-enabled assistive technology, smart wearables, medical devices or other reasonable adjustments, their acceptable-use expectations should reflect the agreed individual arrangement and should not conflict with the Mobile Phone and Personal Device Policy or AI and Emerging Technology Procedure.