ASPIRATIONS

Atlantic Academy

Acceptable Use Policy (AUP) for KS3 and KS4 PUPILS

Version control	
August 2026	Reviewed, significant changes inline with KCSiE 2026
AUP - KS3&4 [2024-09-11]	Reviewed, no changes
AUP - KS3&4 [2023-09-13]	Reviewed - added 13, 22 and 23 re. fake accounts, AI and filming fights.
AUP - KS3&4 [2022-09-30]	Restructured and simplified the document to help students consider their online interactions in a practical way. No.9 about banter No 34 clarifies which members of staff will interact with students online and how, as suggested in KCSIE 2022.
Acceptable Use Policy – KS3&4 Pupils [2021-04-19]	Reviewed and updated previous version to align with new DPO appointment.

Date of next review:	**September 2028**	**Owner:**	**Trust Safeguarding Lead**
Type of policy:	**Outline template**	**Approving Body:**	**EOB**

What is an AUP?

We ask all children, young people and adults involved in the life of Atlantic Academy to sign an Acceptable Use* Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people get upset, but these rules help us avoid it where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices – it's about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends.

All of the points in the list on the next page below can be summarised as follows:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

Where can I find out more?

If your parents/carers want to find out more, they can read Atlantic Academy's full Online Safety Policy here for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.

If you have any questions about this AUP, please speak to a member of staff.

What am I agreeing to?

My Behaviour

- I will treat people online with the same respect I use face-to-face.
- I will not use any technology to bully, harass, threaten, or make fun of anyone.
- I will use the technology provided to me safely and legally.
- I will not use my mobile phone in line with the school's phone-free policy.
- I will not wear smart wearable technology in school e.g. smart glasses without prior consent from the Principal.
- I will never take secret photos, recordings, or videos of staff or students.
- I will only use apps, sites, and games that are appropriate for my age and for school.
- I will not try to bypass school filtering or security in any way or access any hacking files or tools.

- I understand that the school can track my activity whenever I am on any school device or system, including when I am at home. This means they may be able to access my emails, work on applications or see what websites I visited.
- I will not use a mobile hotspot to provide internet to any device I or others use in school.

My Data & Sharing

- I will keep my passwords secret and never log in as someone else.
- I will not share personal information (like my location or address) online.
- I will check facts before sharing news to avoid spreading misinformation, fake news, or conspiracy theories.
- I will not post, download, or share material that is offensive, harmful, or illegal.
- I know it is illegal to create or share nudes and semi-nudes of anyone under 18, including deepfakes or AI-generated images.
- Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
- If I am not expecting to receive a file or link from someone, or it looks strange to me, I will double check with the person it is from (in a new message, not by clicking reply) before clicking.

Artificial Intelligence (AI)

- I will only use school-approved AI platforms (Google Gemini) for my learning.
- I will be honest and credit the AI if I use it to help with my work; I will not use it to cheat.
- I will never use AI tools to create harmful, fake, or inappropriate content.
- I will verify AI outputs, as I know there can be incorrect or biased information provided - this includes the AI overview within search engines.

Getting Help

- I will talk to a trusted adult immediately if I see something online that upsets or worries me, or someone else I know.
- I will speak to a teacher before trusting personal advice from an AI chatbot.
- I will be honest if I am struggling to put my devices down and need help managing my screen time.
- I might be contacted online on Google Classroom by Atlantic Academy staff and only about my learning, wellbeing or behaviour. If I am contacted by someone else or these staff ask me to use a different app to chat, I will tell another teacher or any member of staff.
- I know who my trusted adults are at school, home and elsewhere, but I can also get in touch with Childline, (0800 1111), The Mix, or The Samaritans, Shout Texting Service (Text 'SHOUT' to 85258), Young Minds and Kooth.com.

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I have read and understand these rules and agree to them.

Signed: _____ **Name:**_____ **Date:** _____