# A3 Learner Acceptable Use Policy Agreement Template – for younger pupils

This template has been significantly updated in January 2025 to take account of changes in digital technologies and behaviour and to simplify the agreement. Schools already using this template are recommended to adopt this new version as there are too many changes to make a “tracked changes” version relevant.

**Our Technology Rules**

I will follow these rules to use computers, tablets and the internet safely at school.

**Staying Safe**

* My teacher will watch what I do on computers, tablets and the internet to keep me safe.
* I will keep my passwords secret and tell my teacher if I need help.
* I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it’s OK.
* I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
* If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away.
* I will only use apps, games or websites my teacher says are safe.

**Using Technology Kindly**

* I will be kind when using technology, just like I am in real life.
* I will take care of the computers and tablets I use.
* I will only look at things my teacher says are OK.

**Making Good Choices**

* I will ask my teacher before I use someone else’s pictures or work.
* I will take breaks from screens and do other fun things too.
* I know that I can say no / please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
* I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

**What Happens If I Forget the Rules**

* If I forget the rules, my teacher will help me learn to make better choices next time.

These rules help us all stay safe and have fun using computers and tablets at school!

Signed (child):

(The school will need to decide whether or not they wish the children to sign the agreement – and at which age - for younger children the signature of a parent/carer should be sufficient)

### Signed (parent):

Primary schools using this acceptable use agreement for younger children may also wish to use (or adapt for use) the parent/carer acceptable use agreement (the template can be found later in these templates) as this provides additional permission forms (including the digital and video images permission form).

Copyright of the SWGfL School Online Safety Policy Templates is held by SWGfL. Schools and other educational institutions are permitted free use of the templates. Any person or organisation wishing to use the document for other purposes should seek consent from SWGfL and acknowledge its use. Every reasonable effort has been made to ensure that the information included in this template is accurate, as at the date of publication in March 2025. However, SWGfL cannot guarantee its accuracy, nor can it accept liability in respect of the use of the material whether in whole or in part and whether modified or not. Suitable legal/professional advice should be sought if any difficulty arises in respect of any aspect of this new legislation or generally to do with school conduct or discipline.