SPARK
EDUCATION TRUST

Chandlers Ridge Academy
Pupil Acceptable Use Policy (AUP)

This policy helps keep everyone safe and happy when using computers, tablets, the internet and Artificial Intelligence (AI) at school. By following these rules, we can all learn, create and have fun safely.

1. **What is AI?**
    AI (Artificial Intelligence) is when computers or apps can answer questions, help with writing or ideas or create pictures or stories. They act a bit like smart helpers. AI can be useful, but it is not always right and does not think like a human.

2. **I will...**
    - use computers, tablets and AI tools only when my teacher says it's OK
    - be kind and respectful when using technology
    - use AI to help my learning, not to cheat
    - always check my work and use my own ideas, even if AI helps me
    - understand that all users must be aged at least 13 or over to access and use social media platforms
    - be aware that anything I do online creates a digital footprint
    - tell an adult if I see something that worries or upsets me
    - log out of my account when I have finished a task
    - only bring in a mobile phone if I am in Year 5 / 6, I walk home independently and I have a letter from my parents which has been accepted by the school
        - The mobile phone will be switched off at all times when in school grounds
        - The mobile phone will be handed in to my teacher at the start of every day

> We follow our school rules online too:
> Be Ready,
> Be Respectful, Be Safe

Remba Respect

3. **I will not...**
    - share my full name, address, school name, passwords or photos of myself
    - search for inappropriate content online
    - use school devices to access anything other than that directed by the teacher
    - use a mobile phone when in school grounds – it must be switched completely off
    - bring in technology which accesses the internet or can record images, videos or sound (e.g. iPads, smart watches etc.)
    - try to access other people's accounts, blocked or unsuitable websites
    - be unkind or hurtful online
    - become involved in any kind of online/cyber bullying. STOP!
    - access age-inappropriate content (including age-restricted social media platforms)

LEARNING FOR LIFE

hello@sparkeducation.org.uk
sparkeducationtrust.org.uk
01642 051020

- use AI to pretend work is mine if I did not create it
- ask AI rude, unkind or unsafe questions
- copy and paste AI answers without thinking

4. Being Safe with AI

I understand some important things about AI:

- It can make mistakes or give wrong information
- It does not know what is true
- It should not replace my own thinking.

When using AI, I will:

- Ask my teacher if I am unsure
- Check facts with books, trusted websites or adults
- Use AI ideas to help me learn, not do the work for me

5. Risks of Using AI (What Could Go Wrong?)

I know that AI:

- Might give answers that are incorrect or confusing
- Could create pictures or text that are not appropriate
- Cannot keep information safe
- Does not understand feelings or right and wrong

That is why I must:

- Use AI with adult permission
- Think carefully about what I read or see
- Never share personal information

6. If Something Goes Wrong

I will immediately stop what I am doing and tell a trusted adult straight away if any of the following things happen to me:

- I see something that makes me feel worried, sad or scared
- I think someone is being unsafe or unkind
- I make a mistake online and I am worried what to do

> STOP Bullying!
> Several Times On Purpose
> Start Telling Other People

Emma Empathy

Remember: technology (including AI) are tools to help us to learn. I am responsible for how I use them.

Pupil and Parent Promise

I agree to follow this Acceptable Use Policy and use technology and AI safely and responsibly.

Pupil name: ....   Adult name ....

Signed: ....   Adult signature ....

Date: ....   Date ....

LEARNING FOR LIFE