



Berlin British School - Early Years and Primary School IT Acceptable Use Policy

The Berlin British School supports the rights of all members of the school community to engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe and responsible behaviour by all members of the school community. We recognise the immense benefits of digital technology in education and daily life and aim to cultivate a learning environment where students engage with technology in active, creative, and metacognitive ways, developing problem-solving skills, critical thinking, and meaningful collaboration. The education of children with regard to digital literacy is a shared responsibility between teachers and parents. We aim to promote a balanced and responsible approach to digital technology use, both at school and at home, ensuring that technology supports learning and well-being rather than becoming a passive or isolating experience.

As digital citizens, our students must learn to navigate the online world responsibly and safely. This policy outlines the expectations for the use of digital technologies at school and provides recommendations for home use, ensuring consistency between school and home in nurturing healthy digital habits.

School responsibilities:

- Educate our students to be safe, responsible, and ethical users of digital technologies.
- Encourage active and creative engagement with technology, rather than passive consumption (such as scrolling through social media, or watching video reels.)
- Raise our students' awareness of issues such as online privacy, intellectual property, and digital well-being.
- Supervise and support students when using digital technologies in the classroom.
- Establish clear protocols and procedures when working in online spaces, including reviewing and ensuring the safety and appropriateness of online tools and communities.
- Provide a filtered internet service while acknowledging that full protection from inappropriate content can never be guaranteed.

- Respond to issues or incidents that have the potential to impact student well-being, including those reported through online services.
- Know that some online activities are illegal and as such we are required to report them to the appropriate authorities.

Guidelines for Home Technology Use

Parents play a crucial role in shaping their children's digital habits and healthy habits formed early are the foundations for a healthy digital life as teens and adults. While we recognise that many parents' professional lives rely on the use of technology, such as smartphones and computers, we believe it is a parental responsibility to act as a role model for children, by reflecting on your personal use of technology (whether for work or leisure) and keeping an open dialogue with children about this usage.

To support good mental wellbeing, healthy balance between screen time and offline activities, we encourage families to:

- Prioritise real-world relationships and activities over screen-based ones.
- Set screen time limits, ensuring time is allocated for physical activity, face to face social interaction, and unstructured play.
- Prioritise screen activities that promote creativity, problem-solving, and reflection over passive consumption.
- Establish 'screen-free' times and areas, such as during meals and before bedtime.
- Encourage open conversations about digital experiences, online safety, and responsible technology use.
- Model healthy digital habits as adults, demonstrating mindful and purposeful engagement with technology.
- Educate themselves about age recommendations, trends and risks associated with social media, messaging apps, video platforms and gaming.
- Actively monitor their child(ren)'s use of messaging services and social media.
- Ensure compliance with school regulations and European Data Protection Law regarding use of AI, and particularly OpenAI.
- Withhold from giving their child a smartphone until the age of 14, in line with current research and recommendations.
- Inform themselves about and use parental controls and privacy settings while also teaching children self-regulation strategies.

- Support the development of their child(ren)'s healthy habits by removing portable screens (laptops, tablets, smartphones, etc.) from their child(ren)'s bedroom(s) overnight.
- Support a balanced approach by engaging in shared screen experiences, such as co-viewing educational content or playing interactive games together.

Student Responsibilities

Students are responsible for adhering to the Acceptable Use Agreement when using any device at the school, and for continuing to follow responsible, safe and ethical behaviours outside of school when using digital technologies and the internet. Students agree to do this by:

- Engaging in technology use that supports their learning and creativity.
- Respecting others by communicating in a supportive and responsible manner.
- Never engaging in online bullying, (including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviors).
- Never sharing inappropriate content.
- Protecting their privacy by not sharing personal information, including their full name, telephone number, address, passwords or images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if they personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if they see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that they upload or post online.
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
- Only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

- Familiarising themselves with the school's policies on the use of digital technology and AI.
- Minimizing distractions by using technology purposefully and staying focused on the task at hand.
- Respecting and adhering to school rules about phone and laptop use on the school grounds.
- Apply understanding of this agreement at home and when using personal digital devices.

Further reading:

[WHO recommendations for children under the age of five](#)

[Internet Matters - screen time facts and advice for parents](#)

[Artikel von Prof. Christian Montag: Wenn das Handy Stress, Angst und Kummer bereitet: Empfehlungen für einen verantwortungsvollen Umgang mit Social Media](#)

Signature

I have read and understood the Acceptable Usage Policy and recommendations for technology use at home and I have discussed the content with my child/children.

Parent/Guardian Name: _____

Signature: _____

Date: _____