



# Lenham Primary School

*Take Pride; Be Proud*

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## Acceptable Use Policy

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<b>Signed:</b> 	
Chair of Governors	

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## Updated content for 2022

The core content within the AUP template for 2022 has been updated and remains much the same as 2021.

## Disclaimer

The Education People make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable.

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# Pupil Acceptable Use of Technology Sample Statements

Although statements for children/pupils/students are collected within key stages, it is recommended that settings amend and adapt them according to their own cohorts needs.

The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with their community to amend the statements so they can develop ownership and understanding of the expectations.

## Early Years and Key Stage 1 (0-6)

I understand that the Lenham Primary School Acceptable Use Policy will help keep me safe and happy online.

- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the Lenham Primary School can see what I am doing online when I use Lenham Primary School computers and tablets and when I use online platforms (TT rockstars, Maths Whizz, Numbots and Google classroom, including when I am at home.
- I always tell a teacher if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - **I will lose some my IT privileges**
- I have read and talked about these rules with my parents/carers.

## Shortened KS1 version (for use on posters or with very young children)

- I only go online with a grown-up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown-up if something online makes me unhappy or worried.

## Key Stage 2 (7-11)

I understand that the Lenham Primary School Acceptable Use Policy will help keep me safe and happy online at home and at Lenham Primary School.

### Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

### Learning

- I will not use any of my own personal smart devices or mobile phone at Lenham Primary School.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use Lenham Primary School devices for school work (in school).
- If I need to learn online at home, I will only use platforms that have been directed by my teacher.

### Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.

- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.

## Understand

- I understand that Lenham Primary School internet filter is there to protect me, and I will not try to bypass it.
- I know that all Lenham Primary School devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that I will be able to use the internet in Lenham Primary School for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at Lenham Primary School.
- I know that if I do not follow the Lenham Primary School rules then:
  - **I will lose some of my IT privileges.**

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see, or someone sends me, something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

## Shortened KS2 version (for use on posters)

- I ask a teacher about which websites I can use.
- I will not assume information online is true.
- I know there are laws that stop me copying online content.
- I know I must only open online messages that are safe. If I am unsure, I will not open it without speaking to an adult first.
- I know that people online are strangers, and they may not always be who they say they are.
- If someone online suggests meeting up, I will always talk to an adult straight away.
- I will not use technology to be unkind to people.
- I will keep information about me and my passwords private.
- I always talk to an adult if I see something which makes me feel worried.

# Pupils with Special Educational Needs and Disabilities (SEND)

## Learners with SEND functioning at Levels P4 –P7

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.
- I know that if I do not follow the Lenham Primary School rules then:
  - **I will lose some of my IT privileges.**

## Learners with SEND functioning at Levels P7-L1 (Based on Childnet's SMART Rules)

### Safe

- I ask a grown up if I want to use the computer.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the Lenham Primary School rules then:
  - **I will lose some of my IT privileges.**

### Meeting

- I tell a grown-up if I want to talk on the internet.

### Accepting

- I do not open messages or emails from strangers.

### Reliable

- I make good choices on the computer.

### Tell

- I use kind words on the internet.
- If I see anything that I do not like online, I will tell a grown up.

## Learners with SEND functioning at Levels L2-4 (Based on Childnet's SMART Rules)

### Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.



- I am careful if I share photos online.
- I know that if I do not follow the Lenham Primary School rules then:
  - **I will lose some of my IT privileges.**

### **Meeting**

- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I talk to an adult.

### **Accepting**

- I do not open messages from strangers.
- I check web links to make sure they are safe.

### **Reliable**

- I make good choices on the internet.
- I check the information I see online.

### **Tell**

- I use kind words on the internet.
- If someone is mean online, then I will not reply. I will save the message and show an adult.
- If I see anything online that I do not like, I will tell a teacher.

# Pupil Acceptable Use Policy Agreement Form

If age appropriate to use, Settings should attach a copy of an age-appropriate AUP to this form. Settings may need to provide pupils/students and parents/carers with updated versions of the AUP as their children progress through the setting.

## Lenham Primary School Acceptable Use of Technology Policy – Pupil Agreement

I, with my parents/carers, have read and understood the Lenham Primary Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use Lenham Primary School devices (in school) and systems both on site and at home.

Name..... Signed.....

Class..... Date.....

Parent/Carer's Name..... (If appropriate)

Parent/Carer's Signature..... (If appropriate)

Date.....

# Acceptable Use of Technology Forms for Parents/Carers

We encourage schools to provide a covering letter to parents/carers which explains the use of technology on and offsite if this is not addressed within the AUP or other communications: KCSIE 2022 states that schools and colleges should ensure parents/carers are aware of what their children are being asked to do online, including the sites they will be asked to access and who from the school/college (if anyone) their child is going to be interacting with online.

## Parent/Carer AUP Acknowledgement Form

### Lenham Primary School Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Lenham Primary pupil acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of Lenham Primary School devices and systems on site and at home including (learning platforms- Numberbots, TT Rockstars, Maths Whizz, Google Classroom), and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the Lenham Primary School, if a pupil is identifiable as a member of the Lenham Primary School, or if the behaviour could adversely affect the reputation of the Lenham Primary School.
3. I am aware that any use of Lenham Primary School devices and systems are appropriately filtered and may be monitored for safety and security reasons to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation. Our monitoring system will block websites that are inappropriate and inform the Headteacher of the attempt.
4. I am aware that Lenham Primary School does not allow personal devices and mobile and smart technology on site. (Year 6 who walk home can bring mobile phones to school but they must be turned off while onsite and handed in at the office).
5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the Lenham Primary School is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised.
6. I understand that Lenham Primary School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems.

7. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of Lenham Primary School.
8. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.
9. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.
10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
11. I understand my role and responsibility in supporting the school online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name.....	Child's Signature ..... <i>(if appropriate)</i>
Class.....	Date.....
Parent/Carer's Name.....	
Parent/Carer's Signature.....	Date.....

## Sample Parent/Carer Acceptable Use of Technology Policy (AUP)

1. I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Lenham Primary School.
2. I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school/setting, or if the behaviour could adversely affect the reputation of the school/setting.
3. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at Lenham Primary School.
4. I understand that my child needs a safe and appropriate place to access remote/online learning, for example if Lenham Primary School is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school remote/online learning AUP.
5. I am aware that any use of school devices and systems are appropriately filtered and may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation. Our monitoring system will block websites that are inappropriate and inform the Headteacher of the attempt.
6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.
7. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
8. I have read and discussed Lenham Primary School's pupil Acceptable Use of Technology Policy (AUP) with my child.
9. I will support Lenham Primary Schools safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of school and will discuss online safety with them when they access technology at home.
10. I know I can seek support from the school about online safety, such as via the school website ([www.lenham.kent.sch.uk](http://www.lenham.kent.sch.uk)), to help keep my child safe online at home.
11. I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.

12. I, together with my child, will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of Lenham Primary School
13. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
14. I understand that if I or my child do not abide by Lenham Primary School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.
15. I know that I can speak to the Designated Safeguarding Lead (Mrs Martin), my child's class teacher or the headteacher if I have any concerns about online safety.

**I have read, understood and agree to comply with Lenham Primary School Parent/Carer Acceptable Use of Technology Policy.**

Child's Name..... Child's Signature ..... *(if appropriate)*

Class..... Date.....

Parent/Carer's Name.....

Parent/Carer's Signature..... Date.....

# Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

## Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Lenham Primary School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Lenham Primary School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### Policy scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Lenham Primary School both professionally and personally. This may include use of laptops, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Lenham Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school child protection/online safety policy and staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones, and internet access, when working with pupils.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.
6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

## Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will use a 'strong' password to access school systems.
  - I will protect the devices in my care from unapproved access or theft.
8. I will respect school system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT support.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT support.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved VPN.
13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
15. I will not attempt to bypass any filtering and/or security systems put in place by the school.
16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider/ Headteacher as soon as possible.



17. If I have lost any school related documents or files, I will report this to the ICT Support Provider and school Data Protection Officer (Andrea McCluskey) as soon as possible.

18. Any images or videos of pupils will only be used as stated on the photocopy consent form. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where parent/carers have given explicit written consent.

## **Classroom practice**

19. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in child protection, online safety, remote learning AUP.

20. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- involving the Designated Safeguarding Lead (DSL) (Mrs Martin) or a deputy (Mrs McCluskey, Mrs Culver and Ms Grieve) as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with pupils is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school/setting child protection/online safety policy.

22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

## **Mobile devices and smart technology**

23. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff behaviour policy/code of conduct and the school mobile technology policy and the law.

## Online communication, including use of social media

24. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff behaviour policy/code of conduct, social media policy and the law.
25. As outlined in the staff behaviour policy/code of conduct and school social media policy:
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
  - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
26. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
  - I will not share any personal contact information or details with pupils, such as my personal email address or phone number.
  - I will not add or accept friend requests or communications on personal social media with current or past pupils and/or their parents/carers.
  - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and (Mrs Martin) Designated Safeguarding Lead (DSL).
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and headteacher.

## Policy concerns

27. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
30. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.

31. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with school child protection policy.

### **Policy Compliance and Breaches**

32. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL and the headteacher.

33. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of messages/emails on our systems, to monitor policy compliance and to ensure the safety of pupils and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

34. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

35. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.

36. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Lenham Primary School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....

## Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology.

This AUP will help Lenham Primary School ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

### Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Lenham Primary School, both professionally and personally. This may include use of laptops, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that Lenham Primary School AUP should be read and followed in line with the school staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Data and image use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am not allowed to take images or videos of pupils unless consent from parents is gathered. Not take the picture and blur the faces

### Classroom practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils.
7. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.
9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Mrs Martin) in line with the school child protection/online safety policy.

10. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

## **Use of mobile devices and smart technology**

11. In line with the school mobile and smart technology policy, I understand that mobile devices are not be used around children.

## **Online communication, including the use of social media**

12. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.

- I will take appropriate steps to protect myself online as outlined in the child protection/online safety/social media policy.
- I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
- I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct/behaviour policy and the law.

13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.

- All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
- Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
- Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL (Mrs Martin) or headteacher.

## **Policy compliance, breaches or concerns**

14. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (Mrs Martin) and the headteacher.

15. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

16. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

- 17. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
- 18. I understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails/messages on school systems, to monitor policy compliance and to ensure the safety of pupils, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- 19. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead (Mrs Martin) in line with the school child protection policy.
- 20. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
- 21. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
- 22. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Lenham Primary School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....

## Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school boundaries and requirements when using the school Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The school provides Wi-Fi for the school community and allows access for education use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Lenham Primary School Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy which all pupils /staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the school service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
10. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.
11. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Mrs Martin) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Mrs Martin) or the headteacher.
15. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agreed to comply with Lenham Primary School Wi-Fi Acceptable Use Policy.**

Name .....

Signed: .....Date (DDMMYY).....



# Acceptable Use Policy (AUP) for Remote/Online Learning

This content can either be used to create a standalone AUP or can be integrated into existing documents according to setting preference.

KCSIE states “Schools and colleges are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online and parents and carers are likely to find it helpful to understand what systems schools and colleges use to filter and monitor online use. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online”.

These templates specifically address safer practice when running formal remote/online learning, including live streamed sessions, but can also apply to other online communication, such as remote/online parent meetings or pastoral activities. Settings should implement the approaches that best suit the needs of their community following appropriate discussions.

A remote/online learning AUP should be implemented following a thorough evaluation of remote/online learning tools with approval from leadership staff. We recommend settings use existing systems and/or education focused platforms where possible, and that staff only use approved accounts and services to communicate with children, young people and/or parents/carers.

**Additional information and guides on specific platforms can be found at:**

- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

**Further information and guidance for SLT and DSLs regarding remote learning:**

- Local guidance:
  - Kelsi:
    - [Online Safety Guidance for the Full Opening of Schools](#)
  - The Education People: [Covid-19 Specific Safeguarding Guidance and Resources](#)
    - [‘Safer remote learning during Covid-19: Information for School Leaders and DSLs’](#)
- National guidance:
  - DfE: [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
  - SWGfL: [Safer Remote Learning](#)
  - LGfL: [Coronavirus Safeguarding Guidance](#)
  - NSPCC: [Undertaking remote teaching safely](#)
  - Safer Recruitment Consortium: [Guidance for safer working practice](#)

## Remote/Online Learning AUP Template - Staff Statements

### Lenham Primary School Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Lenham Primary School community when taking part in remote/online learning, for example following any full or partial school closures.

#### Leadership oversight and approval

1. Remote/online learning will only take place using Tapestry or Google Classroom.
  - Tapestry and Google Classroom has been assessed and approved by the headteacher.
2. Staff will only use school managed accounts with pupils and parents/carers
  - Use of any personal accounts to communicate with pupils and parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs Martin, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible.
3. Online contact with pupils and parents/carers will not take place outside of the operating times as defined by SLT:
  - 8:30-4:00

#### Data Protection and Security

4. All remote/online learning and any other online communication will take place in line with current school confidentiality expectations.
5. All participants will be made aware that Google Classroom records activity.
6. Only members of the Lenham Primary School community will be given access to Google Classroom and Tapestry.
7. Access to Tapestry and Google Classroom will be managed in line with current IT security expectations.

#### Session management

8. Live 1:1 sessions will only take place with approval from the headteacher.
9. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.

- Access links should not be made public or shared by participants.
- Pupils and parents/carers should not forward or share access links.
- If pupils or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.

10. Alternative approaches and access will be provided to those who do not have access.

## **Behaviour expectations**

11. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
12. All participants are expected to behave in line with existing school policies and expectations. This includes
- Appropriate language will be used by all attendees.
  - Staff will not take or record images for their own personal use.
13. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
14. When sharing videos and/or live streaming, participants are required to:
- wear appropriate dress.
  - ensure backgrounds of videos are neutral (blurred if possible).
  - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
15. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

## **Policy Breaches and Reporting Concerns**

16. Participants are encouraged to report concerns during remote sessions.
17. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the headteacher.
18. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
19. Sanctions for deliberate misuse may include restricting/removing use, contacting police if a criminal offence has been committed.
20. Any safeguarding concerns will be reported to Mrs Martin, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the Lenham Primary School Acceptable Use Policy (AUP) for remote/online learning.**

Staff Member Name: .....

Date.....

# Acknowledgements and thanks

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