Eastry Church of England Primary School,

Learning and growing, side by side, in God's Love

Acceptable Use of Technology Policy

September 2021

Policy lead	S Moss
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Governor signature	Mr Steve Booth, Chair of Governors
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Learner Acceptable Use of Technology Sample Statements

Although statements for learners are collected within key stages, it is recommended that settings

Early Years and Key Stage 1 (Reception- Year 2)

I understand that the 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 links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school laptops computers and tablets and when I use google classroom, purple mash and class dojo including when I am at home.
- I always tell a teacher or adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
    - ***I will not be allowed to use the internet at school for a day/week/term.***
- I have read and talked about these rules with my parents/carers.

Shortened KS1 version (e.g. for use on posters)

- 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 (Year 3- Year 6)

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at 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 only use the school laptop, computers and tablets in school.
- If I bring a mobile phone to school I will hand it to my class teacher. I will keep smart watches at home.
- 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 school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote learning AUP.

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 treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- 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.

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all 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 and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the school rules then:
  - ***I will not be able to use the internet for a day/week/term***

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will shut the laptop lid or turn off the screen. I will then tell an adult
- 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.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

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.

Learners 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 school/setting rules then:
  - ***I will not be allowed to use the internet for a day/week/month***

Learners with SEND functioning at Levels P7-L1 <u>(Based on Childnet's SMART Rules)</u>

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 school/setting rules then:
    - ***I will not be allowed to use the internet for a day/week/month***

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 <u>(Based on Childnet's SMART Rules)</u>

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 school/setting rules then:
    I will not be allowed to use the internet for a day/week/month

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.

Learner Acceptable Use Policy Agreement Form (if age appropriate)

Settings should attach a copy of an age-appropriate AUP to this form. Settings may need to provide learners and parents with updated versions of the AUP as learners progress through the setting.

Eastry C of E Primary School Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the school's Acceptable Use of Technology Policy (AUP) and remote learning AUP

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the *school* or when accessing school systems.

Name………………………………………………. Signed………………………………………..……

Class…………………………………………… Date…………………………………………………..

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

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

Date……………………………………………………………………………………………

Acceptable Use of Technology Statement and Form for Parents/Carers

Parent/Carer AUP Acknowledgement

Eastry C of E Primary Parent Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Eastry C of E Primary School learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.

2. I understand that the AUP applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.

3. I am aware that any use of school devices and systems 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.

4. I am aware that the school mobile/smart technology policy states that my child cannot use personal device and mobile/smart technology on site and that mobiles should be handed to the classteacher at the start of the day and collected at the end of the day. I understand smart watches may not be worn.

5. I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised and any use is in accordance with the school remote learning AUP.

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 on the internet or if my child is using mobile technologies.

7. I and my child, are aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

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 (by 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 will support the school online safety approaches. I will use appropriate parental controls 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 …………………………………... (*if appropriate*)

Class…………………………………..……… Date………………………………………………….…………………

Parent/Carer's Name…………………………………………………………..................................

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

Acceptable Use of Technology for Staff, Visitors and Volunteers Statements

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Eastry C of E Primary 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 learners, 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 Eastry C Of Primary School's 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 Eastry C of E Primary both professionally and personally. This may include use of laptops, mobile phones, 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 Eastry C of E Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff code of conduct and remote learning AUP.

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 learners. ***Personal devices may be used in the staffroom, offices or classroom if children are not present.***

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. ***Occasional personal use of the settings devices could be considered as beneficial to the development of staff IT skills and can enable staff to maintain a positive work-life balance. However, this is at the setting's discretion and can be revoked at any time. This should never be whilst with the children.***

6. Where I deliver or support remote learning, I will comply with the school remote 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.

   o I will use a 'strong' password to access school systems. ***A strong password has numbers, letters and symbols, with 8 or more characters.***
   o I will protect the devices in my care from unapproved access or theft.***, for example not leaving devices visible or unsupervised in public places.***

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 system manager.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

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.

    o 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.
    o Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected through encryption.

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 (google drive or one drive) to upload any work documents and files in a password protected environment or school 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 (SNS via the school office) as soon as possible.

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

18. I understand images of learners must always be appropriate and should only be taken with school provided equipment and only be taken/published where learners and/or 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 and online safety, remote learning AUP.

20. I have read and understood the school mobile technology and social media policies.

21. I will promote online safety with the learners 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:

    o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
    o creating a safe environment where learners 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.
    o involving the Designated Safeguarding Lead (DSL) (Sarah Moss) or a deputy (Kate Plant, Tracy Inglis and Kelly Foley) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
    o make informed decisions to ensure any online safety resources used with learners is appropriate.

22. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.

23. 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

24. 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 code of conduct and the school mobile technology policy and the law.

Online Communication, including Use of Social Media

25. 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 staff code of conduct, the school social media policy and the law.

    o I will take appropriate steps to protect myself and my reputation online when using communication technology, including the use of social media as outlined in the social media policy (link).
    o I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.

26. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

    o 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.
    o I will not share any personal contact information or details with learners, such as my personal email address or phone number.
    o I will not add or accept friend requests or communications on personal social media with current or past learners and/or their parents/carers, unless there was a pre-existing relationship with the adult before employment at the school
    o If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to my line manager and (Sarah Moss) Designated Safeguarding Lead (DSL).
    o Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL

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 is 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 concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school child protection policy.

31. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff 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 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 emails, to monitor policy compliance and to ensure the safety of learners 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 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 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 Eastry C of E Primary 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 Eastry C of E Primary 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 Eastry C of E Primary both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.

2. I understand that Eastry C of E Primary AUP should be read and followed in line with the school volunteer expectations.

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 learners.*.*

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 learners. ***I will only work with learners in spaces a staff member has said I may, I will not go into student toilets***

7. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.

8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) (Sarah Moss) in line with the school child protection policy.

9. 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

10. In line with the school/setting mobile technology policy, I understand that I may only use my mobile phone or any other personal device in the staff room away from children

Online Communication, including the Use of Social Media

11. 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.
    o I will take appropriate steps to protect myself online
    o I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
    o 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 and the law.

12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
    o All communication will take place via school staff
    o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
    o Any pre-existing relationships or situations that may compromise this will be discussed with the DSL (Sarah Moss)

Policy Compliance, Breaches or Concerns

13. 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 (Sarah Moss)

14. 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.

15. 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.

16. 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.

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Sarah Moss) in line with the school child protection policy.

18. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.

19. 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.

20. 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 Eastry C of E Primary 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

For those using setting provided Wi-Fi. Settings may wish to use a paper or electronic AUP for guest access of Wi-Fi by members of the community. This template is provided for settings to adapt and use as appropriate.

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 ***professional use. The WIFI password should not be shared.***

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 Eastry C of E Primary School's Acceptable Use of Technology Policy (AUP), safeguarding and online safety policy and behaviour policy which all learners/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 (Sarah Moss) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Sarah Moss) 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 Eastry C of E Primary Wi-Fi acceptable Use Policy.

Name …………………………………………………………………………………………………..

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

Acceptable Use Policy (AUP) for Remote Learning

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:
        - Guidance for Full Opening in September
        - 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 for those working with children and young people in education settings Addendum' April 2020

Remote Learning AUP - Staff Statements

Eastry C of E Primary Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of Eastry C of E Primary community when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

1. Remote learning will only take place using google classroom, class dojo
   - Google classroom and class dojo has been assessed and approved by the headteacher/a member of Senior Leadership Team (SLT).
2. Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.
   - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
     - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Sarah Moss, Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet, or other mobile device.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
   - 8:30-16:00
4. All remote lessons will be formally timetabled; a member of SLT or DSL department is able to drop in at any time.
5. Live-streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT.

Data Protection and Security

6. Any personal data used by staff and captured by google classroom or class dojo when delivering remote learning will be processed and stored with appropriate consent and in accordance with our privacy notice https://www.eastry.kent.sch.uk/our-school/policies

7. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.

8. Only members of the Eastry C of E Primary community will be given access to google classroom and class dojo

9. Google classroom and class dojo will be managed by using strong passwords and locking devices when not in use

Session Management

Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

   - Children are not allowed to share screens. The meeting details will only be shared with members of the Eastry C of E community.

10. When live streaming with learners:
    - will be made via learners' provided logins.
    - Staff will mute microphones and disable videos as appropriate

11. Live 1:1 sessions will only take place with the approval of the Headteacher

12. A pre-agreed message detailing the session expectations will be sent to those invited to attend.
    - Access links should not be made public or shared by participants.
    - Learners and parents/carers should not forward or share access links.
    - Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

13. Alternative approaches and/or access will be provided to those who do not have access for example laptop loans

Behaviour Expectations

14. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

15. All participants are expected to behave in line with existing Eastry CEP 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.
    - Learners may not record live sessions

16. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

17. When sharing videos and/or live streaming, participants are required to:
    - wear appropriate dress.
    - ensure backgrounds of videos are neutral
    - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

18. 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

19. Participants are encouraged to report concerns during remote and/or live streamed sessions:
    - For learners they can report them to the teacher, headteacher or a parent. The can email the headteacher and DSL headteacher@eastry.kent.sch.uk

20. 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 Sarah Moss, Headteacher, DSL

21. 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.

22. Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.

23. Any safeguarding concerns will be reported to Sarah Moss, Designated Safeguarding Lead, in line with our child protection policy

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I have read and understood the Eastry C of E Primary Acceptable Use Policy (AUP) for remote learning.

Staff Member Name: ………………………………………………………………………………….

Date…………………………………………………………………………………………………….

Parent and Learner Remote Learning AUP

I understand that:
- these expectations are in place to help keep me safe when I am learning at home using Google classroom and class dojo
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using Google classroom and class dojo and during usual school times.
- my use of Google classroom and class dojo is monitored to help keep me safe.

2. Only members of Eastry C of E Primary community can access Google classroom and class dojo.
   - I will only use my school provided email accounts and login to access remote learning.
   - I will use privacy settings as set up the school
   - I will not share my login/password with others.
   - I will not share any access links to remote learning sessions with others.

3. When taking part in remote learning I will behave as I would in the classroom.
   - Using appropriate language.
   - Not taking or recording images/content
   - Being polite
   - Listening
   - Taking turns

4. When taking part in live sessions I will:
   - Turn on my video and mute microphone.
   - wear appropriate clothing and be in a suitable location.
   - ensure backgrounds of videos are neutral and personal information/content is not visible.
   - use appropriate alternative backgrounds
   - attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
   - attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

5. If I am concerned about anything that takes place during remote learning, I will:
   - Let the teacher know or tell an adult who is at home with me

6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
   - restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

I have read and understood the Eastry C of E Primary Acceptable Use Policy (AUP) for remote learning.

Name ……………………………………………….   Signed …………………………………………..

Class ………………………………..………….   Date …………………………….……………….

Parent/Carer's Name …………………………….………..

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

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