



**Eastry Church of
England Primary School,**
Learning and growing, side by side, in God's Love

Acceptable Use of Technology Policy including Remote Learning Policy 2023-24

Updated May, 2024

Policy lead	Stacey Gillmore
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Governor signature	Full Governing Body
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Pupil Acceptable Use of Technology Statements

Early Years and Key Stage 1 (0-6)

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 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 and not tell my friends.
- 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 computers and tablets, google classroom purple mash and class dojo including when I am at home.
- I always tell an 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 may miss playtime
 - I may not be allowed to use the internet for a set period of time
 - I may not be able to use the school computers or tablets for a set period of time
- 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 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 keep my personal information and passwords safe and not tell my friends.

- 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

- **Settings should include specific information and expectations relating to the use of devices and technology e.g. tablets, laptops, cloud computing, shared file storage areas.**
- I will not use personal devices in school. I will hand my phone/smart watch in to the teacher when I arrive at school and collect it at the end of the day.
- 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/online 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 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.

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 may miss playtime

- I may not be allowed to use the internet for a set period of time
- I may not be able to use the school computers or tablets for a set period of time

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. **I will shut the laptop lid, turn off the screen.**
- 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.

Alternative KS2 Statements

- I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.
- I know that I will be able to use the internet in 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 school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these, I should report it to a teacher or adult in school, or a parent or carer at home.
- 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 protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- 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 always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.

- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- 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.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school unless it is through purple mash or google classroom and my teacher has said I can.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into school/setting I know that it is to be handed in to my teacher and then collected at the end of the school day.
- 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.

Children/Pupils/Students 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.
- I keep my personal information and passwords safe and not tell my friends.

- 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 rules then:
 - I may miss playtime
 - I may not be allowed to use the internet for a set period of time
 - I may not be able to use the school computers or tablets for a set period of time

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 keep my personal information and passwords safe and not tell my friends.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the school rules then:
 - I may miss playtime
 - I may not be allowed to use the internet for a set period of time
 - I may not be able to use the school computers or tablets for a set period of time

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 personal information and passwords safe and not tell my friends.
- 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 rules then:
 - I may miss playtime
 - I may not be allowed to use the internet for a set period of time
 - I may not be able to use the school computers or tablets for a set period of time

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 through the E Safety curriculum.

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

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

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

I agree to follow the AUP when:

1. I use school devices and systems (laptops, iPads, Purple Mash, Google Classroom and Class Dojo), both on site and at home.
2. I hand in my mobile phone and smart devices to a teacher when I arrive at school.
3. 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.....

Parent/Carer's Signature.....

Date.....

Acceptable Use of Technology Statements and Forms for Parents/Carers

Parent/Carer AUP Acknowledgement Form

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

1. I have read and discussed Eastry C of E Primary School child 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 school devices and systems on site and at home including (laptops, tablets, Purple Mash, Class Dojo, 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 child, could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. 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. This includes Schools Broadband filtering, active search histories and admin logins for Purple Mash, Class Dojo and Google Classroom
4. I am aware that the school mobile and smart technology policy states that my child cannot use personal device and mobile and smart technology on site and must be handed into the teacher on arrival at school and collected at the end of the school day.
5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the 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/setting 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 online or if my child is using personal mobile or smart technologies.

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 the 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.....
Class.....
Date.....
Parent/Carer's Name.....
Parent/Carer's Signature.....
Date.....

Acceptable Use of Technology for Staff, Visitors and Volunteers

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use 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 children, 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 E 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 Eastry C of E Primary School 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 Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school/protection/online safety policy 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/setting ethos, school/setting staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of school/setting 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 children. **Personal devices may be used in the staffroom or away from children. If I need to keep my phone on me I will speak to either the AHT or HT.**

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. **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 (SNS).
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.
 - 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, 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 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 – Peter Baron) as soon as possible.
17. If I have lost any school related documents or files, I will report this to the ICT Support (SNS – Peter Baron) and school Data Protection Officer (Alan Martin) as soon as possible.
18. Any images or videos of children will only be used as stated in the school camera and image use policy. I understand images of children must always be appropriate and should only be taken with school provided equipment and only be taken/published where children 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, remote learning AUP.
20. I have read and understood the school mobile and smart technology and social media policies.
21. I will promote online safety with the children 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 children 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) (Sarah Moss) or a deputy (Stacey Gillmore, Tracy Inglis, Maria Leishman and Kelly Foley) as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
- make informed decisions to ensure any online safety resources used with children 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/online safety policy.

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 child protection/online safety policy, staff code of conduct, social media policy and the law.

26. As outlined in the staff behaviour policy 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 children, staff, school business or parents/carers on social media.

27. My electronic communications with current and past children 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 children, 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 children and/or their parents/carers.
- If I am approached online by a current or past child or parents/carers, I will not respond and will report the communication to my line manager and (Sarah Moss) Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the headteacher

Policy concerns

28. 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.

29. 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.

30. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school/setting into disrepute.

31. I will report and record any concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the DSL in line with the school/setting child protection policy.

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

Policy Compliance and Breaches

33. 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 (Sarah Moss) Headteacher.

34. 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 children and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

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

36. 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.

37. 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 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 Eastry C of E 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 Eastry C of E Primary School 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 School AUP should be read and followed in line with the school staff behaviour 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 children.

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 children.
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/setting child protection/online safety policy.

Use of mobile devices and smart technology

9. In line with the school/setting mobile and smart technology policy, I understand that mobile phones and smart devices may only be used away from the children in a school office or the staff room.

Online communication, including the use of social media

10. 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 children, 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 and the law.
11. My electronic communications with children, 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 (Sarah Moss) Headteacher.

Policy compliance, breaches or concerns

12. 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) Headteacher.
13. 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.

14. 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.
15. 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.
16. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead (Sarah Moss) in line with the school child protection policy.
17. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
18. 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.
19. 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 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).....

Acceptable Use Policy (AUP) for Remote/Online 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:
 - [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 Learning AUP - Staff Statements

Eastry C of E Primary School Staff Remote/Learning AUP

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

Leadership oversight and approval

1. Remote learning will only take place using **google classroom, zoom, class dojo and teams**
2. **google classroom, zoom, class dojo and teams**
 - has been assessed and approved by **the headteacher/a member of Senior Leadership Team (SLT)**.
3. Staff will only use **school** managed **or** specific, approved professional accounts with children
 - accounts to communicate with children 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.**
4. All remote lessons will be formally timetabled; **a member of SLT, DSL and/or head of department** is able to access or drop in at any time.
 5. Live-streamed remote learning sessions will only be held with approval and agreement from **the headteacher or a member of SLT.**

Data Protection and Security

6. Any personal data used by staff and captured by **Google Classroom, Zoom, Class Dojo and Teams** when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy
7. All remote learning and any other online communication will take place in line with current **school** confidentiality expectations as outlined in **Data Protection** policy.
8. Only members of the Eastry C of E Primary School community will be given access to **Google Classroom, Zoom, Class Dojo and Teams will be needed if settings are not delivering live content.**
9. Staff will record the length, time, date, and attendance of any sessions held. **In the Google Classroom/Teams/Zoom calendars**
10. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - **Only staff will be the only permitted to share screens**
11. When live streaming with children
 - contact will be made via children's school provided email accounts **and/or** logins.
 - staff will **mute/disable** children's videos and microphones when needed
12. Live 1:1 sessions will only take place with approval from the **headteacher or a member of SLT.**
13. A pre-agreed **invitation**) detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.

- Children **and/or** parents/carers should not forward or share access links.
- If children or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first. Children 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.

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

Behaviour expectations

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

16. 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.**
- **attendees cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.**

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

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 **or** live-streamed sessions:

- **They should inform a teacher or the headteacher**

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 **e.g. 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.

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

Staff Member Name:

Date.....