



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

# **Acceptable Use of Technology Policy**

**September 2020**

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# Learner Acceptable Use of Technology

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

I understand that the Eastry Church of England 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 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 computers and tablets and including when I am at home.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childline.org.uk](http://www.childline.org.uk) [www.nspcc.org.uk/keeping-children-safe/online-safety](http://www.nspcc.org.uk/keeping-children-safe/online-safety) to learn more about keeping safe online.
- I know that if I do not follow the rules I may not be allowed to use the internet at school.
- I have read and talked about these rules with my parents/carers.

## 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.

I have read and talked about these expectations with my parents/carers.

### Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly 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 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.

- 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 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.

## Learning

- I know that school computers, devices and internet access has been provided to help me with my learning.
- I know that when I use tablets, computers and laptops I must listen carefully to my teacher's instructions.
- I know that I am not allowed to use my own personal devices at 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 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.
- I know that all school devices/computers and systems (Accelerated Reader /Times table Rock-stars/Class Dojo) are monitored, including when I am using them at home.

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## Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other 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.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.

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## Responsible

- I keep my personal information safe and private online to protect myself.
- 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 share my school name or by send a picture of myself without permission from a teacher or other 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 know that I am not allowed on personal email, social networking sites or instant messaging in school.

## 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](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 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.

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will click on the dolphin icon 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.

# 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 rules then I may not be allowed to use the internet at school.
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## Learners with SEND functioning at Levels P7-L1

(Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

### 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 rules then may not be allowed to use the internet at school.

### 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: [www.childnet.com](http://www.childnet.com))

### 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 rules then may not be allowed to use the internet at school.

### **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

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 Church of England Primary School Acceptable Use of Technology Policy – Learner 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, 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/Carers Name.....

Parent/Carers Signature.....

Date.....



# Acceptable Use of Technology Forms for Parents/Carers

## Parent/Carer AUP Acknowledgement

### **Eastry Church of England Primary School Learner Acceptable Use of Technology Policy Acknowledgment**

1. I, with my child, have read and discussed Eastry Church of England Primary 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 technology policy states that my child cannot use personal device and mobile technology on site.
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. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
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 with my child, am 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.
9. I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' 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 .....

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

Parents Name.....

Parents Signature..... Date.....

## Aliterantive Parent/Carer Acceptable Use of Technology Policy

1. I know that my child will be provided with internet access and will use a range of IT systems including laptops, computers, tablets in order to access the curriculum and be prepared for modern life whilst at Eastry Church of England Primary School
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at Eastry Church of England Primary School unless given specific prior permission by the Headteacher.
3. I am aware that any internet and technology use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the school systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the school internet and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
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. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. 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.
7. I have read and discussed Eastry Church of England Primary School learner Acceptable Use of Technology Policy (AUP) with my child.
8. I will support school safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.
9. I know I can seek support from the school about online safety, such as via the school website ([www.eastry.kent.sch.uk](http://www.eastry.kent.sch.uk)), to help keep my child safe online at home.
10. 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.
11. I, together with my child, 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.
12. 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.
13. I understand that if I or my child do not abide by the Eastry Church of England 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.
14. I know that I can speak to the Designated Safeguarding Lead (Sarah Moss), my child's teacher or the headteacher if I have any concerns about online safety.

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

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

## 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 educational 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 into Eastry Church of England Primary School Acceptable Use of Technology Policy (AUP), online safety policy and code of conduct, Child Protection and Safeguarding 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 Church of England Primary School Wi-Fi acceptable Use Policy.**

Name .....

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

