



Acceptable Use Policy (AUP)

September 2021

'Learning to Live, Living to Learn'

All policies are governed by our Christian School Vision and Values, which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do
- Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- All members are **thankful** for the community to which we belong and demonstrates this accordingly
- We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation
- We learn in **friendship**; supporting each other to achieve to our very best potential at all times.
- In addition, we have one rule to add to our School Christian Values: we keep our hands and feet to ourselves.

Learning to live! Living to Learn!

Inspired by our founder Mary Gibbon, we are a welcoming, nurturing community, providing the opportunity for each person to recognise and fulfil their God given gifts and abilities. Through a creative, inclusive curriculum, we inspire all to be lifelong learners, equipped with the skills needed to be thankful, generous members of society.

Our Bible Narratives:

The Bible narratives referencing God/Jesus as: 'The Good Shepherd,' come from both the New and Old Testament.

Our Christian School Values are: Friendship, Forgiveness, Peace, Trust and Thankfulness

Friendship: As the Good Shepherd cares for every member of the flock, we live together in friendship. In learning to live, we accept that not every person may be our friend and at times, we may, like the Lost Sheep, lose our way. Despite our difficulties, we are all still members of the same flock. We care for each other and treat others in the way we would like to be treated ourselves.

Forgiveness: In order to live in friendship, we must learn forgiveness. We recognise that in living together, we will make mistakes. We understand that to live in friendship with each other, we must learn to forgive each other, in the same way that God forgives us:

"forgive each other, just as in Christ God forgave you."

We teach that we learn from our mistakes. By forgiving others, we ensure that we live in friendship:

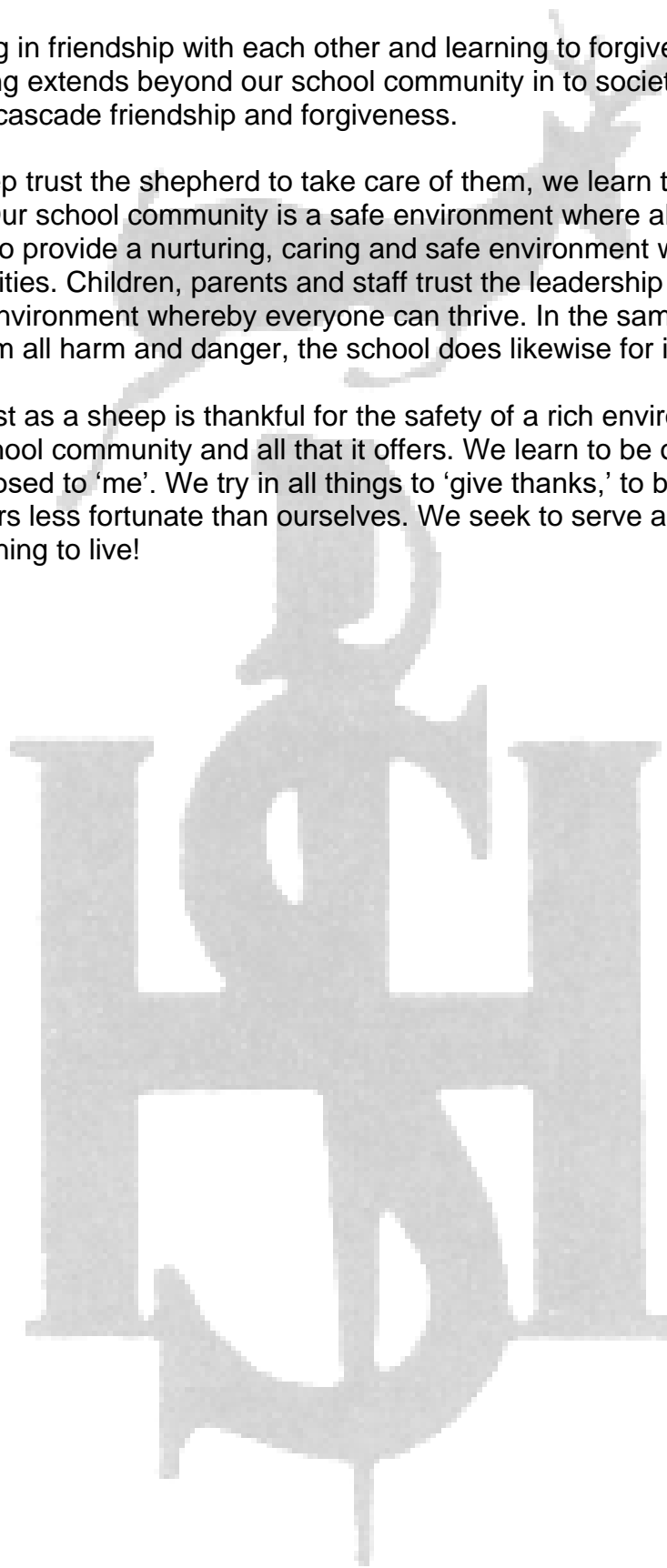
"Be kind and compassionate to one another, **forgiving** each other, just as in Christ God forgave you."



Peace: When living in friendship with each other and learning to forgive each other, we experience peace. This learning extends beyond our school community in to society. To live in a peaceful world, we need to cascade friendship and forgiveness.

Trust: As the sheep trust the shepherd to take care of them, we learn that Christians believe God takes care of us. Our school community is a safe environment where all can flourish. Children and parents trust staff to provide a nurturing, caring and safe environment where all can fulfil their God given gifts and abilities. Children, parents and staff trust the leadership of the school to ensure their safety in an environment whereby everyone can thrive. In the same way that a shepherd protects sheep from all harm and danger, the school does likewise for its members.

Thankfulness: Just as a sheep is thankful for the safety of a rich environment, so too are we thankful for our school community and all that it offers. We learn to be outward looking, thinking about 'we', as opposed to 'me'. We try in all things to 'give thanks,' to be grateful for what we have and to give to others less fortunate than ourselves. We seek to serve and extend this learning in to a wider world, learning to live!



Early Years and Key Stage 1 (0-6)

I understand that Hartlip Endowed Church 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 my school can see what I am doing online when I use school's computers, tablets and Virtual School, 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 have read and talked about these rules with my parents/carers.

Shortened KS1 version 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 (7-11)

I understand that Hartlip Endowed Church England Primary 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 ask my Headteacher before using my own personal smart devices and/or mobile phone 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.

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.



Tell

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

Shortened KS2 version for use on posters

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



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.

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

Safe

- I ask a grown up if I want to use the computer.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the school rules then:

Meeting

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

Accepting

- I do not open messages or emails from strangers.

Reliable

- I make good choices on the computer.

Tell

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

Learners with SEND functioning at Levels L2-4

(Based on Childnet's SMART Rules)

Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.
- I am careful if I share photos online.
- I know that if I do not follow the school rules then:

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**Hartlip Endowed Church England 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 devices in school when allowed, including mobile phones, smart technology, gaming devices, and cameras.
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 Forms for Parents/Carers

Parent/Carer AUP Acknowledgement

Hartlip Endowed Church England Primary School Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Hartlip Endowed Church England 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 can use personal device and mobile/smart technology on site. If a child has a mobile phone, this should be handed to the office for safe keeping on arrival and collected at the end of the day. My child is permitted to use tablets/electronic devices at after school clubs. I have to have the consent of the headteacher and the device will be kept secure in the school office.
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 (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 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.....

Parent/Carer's Name.....

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



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 in order to access the curriculum and be prepared for modern life whilst at Hartlip Endowed Church England Primary School.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at Hartlip Endowed Church England School, unless permission has been sought and agreed from 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 and any use is in accordance with the school remote learning AUP.
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 Hartlip Endowed Church England Primary School learner Acceptable Use of Technology Policy (AUP) with my child.
8. I will support Hartlip Endowed Church England Primary School's 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.hartlip.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 Hartlip Endowed Church England Primary School AUP, appropriate action will be taken. and if a criminal offence has been committed, the police being contacted.



14. I know that I can speak to the Designated Safeguarding Leads: Mrs Tracey Jerome/Mrs Ranson McCabe, my child's class teacher if I have any concerns about online safety.

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

Child's Name..... Child's Signature

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

Parent/Carer's Name.....

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



Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Hartlip Endowed Church England Primary School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for 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 Hartlip Endowed Church England 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 Hartlip Endowed Church England 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 Hartlip Endowed Church England Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/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 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.
5. Where I deliver or support remote learning, I will comply with the school's remote learning AUP.



Data and System Security

6. 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.
7. I will respect school system security and will not disclose my password or security information to others.
8. 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 headteacher/office manager
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
11. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved VPN.
12. 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.
13. 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.



14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the headteacher who will report to the ICT Support Provider as soon as possible.
16. If I have lost any school related documents or files, I will report this to the and school Data Protection Officer: Mrs Jackie Warncken as soon as possible.
17. 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

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces.
19. I have read and understood the school mobile technology and social media policies
20. 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:
- 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 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.
 - involving the Designated Safeguarding Leads: Tracey Jerome and Ellen Ranson McCabe 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.
 - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.



Mobile Devices and Smart Technology

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

Online Communication, including Use of Social Media

24. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct, the school social media policy and the law.

In line with the school/setting social media policy:

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

25. 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.

- 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 learners, 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 learners and/or their parents/carers.
- 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 Designated Safeguarding Lead (DSL): Tracey Jerome and Ellen Ranson McCabe
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL: Tracey Jerome and Ellen Ranson McCabe

Policy Concerns

26. 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.

27. 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.



28. 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.
29. 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.
30. 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

31. 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 DSLs.
32. 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.
33. 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.
34. 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/setting may invoke its disciplinary procedures as outlined in the staff code of conduct.
35. I understand that if the school/setting suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Hartlip Endowed Church England 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 Hartlip Endowed Church England 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 Hartlip Endowed Church England 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 Hartlip Endowed Church England Primary School AUP should be read and followed in line with the school staff/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 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.
7. Where I deliver or support remote learning, I will comply with the school remote learning AUP.
8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) Tracey Jerome/ Ellen



Ranson McCabe in line with the school child protection policy.

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

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.
- I will take appropriate steps to protect myself online as outlined in the online safety policy.
 - I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school code of conduct/behaviour policy and the law.
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.
- 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 this will be discussed with the DSL: Tracey Jerome and Ellen Ranson McCabe

Policy Compliance, Breaches or Concerns

- 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: Tracey Jerome and Ellen Ranson McCabe
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 understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
- I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead: Tracey Jerome and Ellen Ranson McCabe in line with the school/setting child protection policy.
17. I will report concerns about the welfare, safety, or behaviour of staff 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 Hartlip Endowed Church England 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



Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list, and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. The school provides Wi-Fi for the school/ community and allows access for **education use only**.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school/setting.
3. The use of technology falls under Hartlip Endowed Church England Primary School Acceptable Use of Technology Policy (AUP), 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. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead: Tracey Jerome and Ellen Ranson McCabe as soon as possible.
13. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead: Tracey Jerome and Ellen Ranson McCabe
14. 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 Hartlip Endowed Church England Primary School Wi-Fi acceptable Use Policy.

Name

Signed:Date
(DDMMYY).....



Acceptable Use Policy (AUP) for Remote Learning

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

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

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

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

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

- Local guidance:
 - Kelsi:
 - [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](#)



Hartlip Endowed Church England Primary School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Hartlip Endowed Church England Primary School 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 **the Hartlip School Learning Platform and zoom. These systems** have been assessed and approved by **the headteacher**
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: Tracey Jerome/ Ellen Ranson McCabe 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
4. All remote lessons will be formally timetabled; **a member of SLT, DSL and/or head of 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**

Data Protection and Security

6. Any personal data used by staff 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.
8. 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.
9. Only members of the **School** community will be given access to Hartlip Virtual School
10. Access to **The Virtual School** will be managed in line with current IT security expectations

Session Management



11. Staff will record the length, time, date, and attendance of any sessions held.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - **staff not permitting learners to share screens**
 - **keeping meeting IDs private**
 - **use of waiting rooms**
13. When live streaming with learners:
 - contact will be made via learners' **school** provided accounts
 - staff will **mute/disable** learners' videos and microphones.
 - at least 2 members of staff will be present.
14. Live 1:1 session will only take place with approval from the **headteacher/a member of SLT**.
15. 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.
 - Learners **and/or** parents/carers should not forward or share access links.
 - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - 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.
16. Alternative approaches will be provided to those who do not have access.

Behaviour Expectations

17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
18. 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.**
 - **Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.**
19. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
20. When sharing videos and/or live streaming, participants are required to
 - **wear appropriate dress.**
 - **ensure backgrounds of videos are neutral (blurred if possible).**
 - **ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.**
21. 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

22. Participants are encouraged to report concerns during remote **and/or** live-streamed sessions:
23. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to **the headteacher**
24. 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.
25. Any safeguarding concerns will be reported to **Tracey Jerome/Ellen Ranson McCabe**, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the **Hartlip Endowed Church England Acceptable Use Policy (AUP)** for remote learning.

Staff Member Name:

.....

Date.....



Hartlip Endowed Church England Primary School Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home
 - I should read and talk about these rules with my parents/carers.
 - remote learning will only take place using during usual school times.
 - my use of Hartlip Virtual School is monitored to help keep me safe.
 -
2. Only members of the School community can access Hartlip Virtual 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. This includes:
 - Using appropriate language.
 - Not taking or recording images
 4. When taking part in live sessions I will:
 - mute my video and 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:
 - report concerns to the member of staff running the session, tell a parent/carer

I have read and understood the Hartlip Endowed Church England Primary School Acceptable Use Policy (AUP) for remote learning.

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

