

# Acceptable Use of Technology Policy for Educational Settings



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**THE EDUCATION  
PEOPLE**

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# Using the AUP Templates: Guidance Notes

Education leaders should ensure their policies and procedures are in line with statutory requirements. '[Keeping Children Safe in Education](#)' (KCSIE) 2020 states that schools and colleges should have a '*staff behaviour policy (sometimes called the code of conduct) which should, amongst other things, include acceptable use of technologies, staff/pupil relationships and communications including the use of social media*'.

This document will support educational settings in creating Acceptable Use Policies (AUP) which are relevant to their communities and reflects the needs and abilities of learners and technology available.

Leaders, managers, and DSLs should adapt the content to include specific local information such named points of contact, as well as specific procedures and expectations. These decisions and details will vary from setting to setting, so this template should be used as a starting framework. It will not be appropriate for educational settings to adopt the templates in their entirety; DSLs and leaders should ensure unnecessary content is removed.

- **Blue font** indicates that the setting should insert relevant information
- **Pink font** highlights suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate for their setting. This content is provided as guidance notes and should not be left in individual settings policies

## Key Points

- AUPs should be recognised by educational settings as part of the portfolio of safeguarding policies and as part of the settings code of conduct and/or behaviour policies.
- AUPs are not technical policies and as such should fall within the role and responsibilities of the Designated Safeguarding Lead (DSL) with approval from SLT.
  - The DSL is likely to require advice and support from other staff within the setting to ensure the AUP is robust and accurate, for example technical staff, therefore leaders should ensure that time is allocated to ensure this takes place.
- Where possible and appropriate, learners, staff and parents/carers should be directly involved in the creation and updating of AUPs.
- AUPs should be reviewed on an at least annual basis and updated following any substantial policy or technology changes locally or nationally; this will be especially important following closures in respond to the Covid-19 pandemic.
- Leaders should consider how they evidence that all members of the community have read and understood policies e.g. keeping copies of signed agreements, publishing AUPs on the school/setting website/intranet.
- Educational settings should ensure AUPs are individualised for their specific context; settings will need to adapt the templates in line with their own technology use, for example the expectations or requirements may vary if settings use laptops or tablets.

## Updated content for 2020

The core content within the AUP template for 2020 has been updated and remains much the same as 2019. However, additional content has been included regarding remote learning following the updates to KCSIE 2020 and the DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)' guidance.

In response to the potential requirement for schools and settings to continue to offer remote learning following full or partial school closures, this document has been updated with a remote learning AUP for staff and learners. The remote learning AUP can either be a standalone AUP or can be integrated within existing AUPs according to settings individual preferences.

## Disclaimer

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

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## Learner Acceptable Use of Technology Sample Statements

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

The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with learners and amend them to develop ownership and understanding.

### 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 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, 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) to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - My parents will be informed. The consequences and sanctions will be dependent on the severity of the situation.
- I have read and talked about these rules with my parents/carers.

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

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

### Key Stage 2 (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 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

- Personal devices are or are not permitted by the 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 schoolwork 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 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.

## 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](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 if I do not follow the school rules then:
  - My parents will be informed. The consequences and sanctions will be dependent on the severity of the situation

## Tell

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

## Alternative KS2 Statements *(With thanks to Kingsnorth Primary School)*

- 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.
- 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.
- I know that all school, devices/computers and systems are monitored, including when I am using them at home.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

## Shortened KS2 version (for use on posters)

- I ask a teacher about which websites I can use
- I will not assume information online is true
- I know there are laws that stop me copying online content

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

## Learners with Special Educational Needs and Disabilities (SEND)

### Learners with SEND functioning at Levels P4 –P7

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see anything that I do not like online, I tell a grown up
- I know that if I do not follow the school rules then:
  - My parents will be informed. The consequences and sanctions will be dependent on the severity of the situation.

### 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:
  - My parents will be informed. The consequences and sanctions will be dependent on the severity of the situation.

#### 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:
  - My parents will be informed. The consequences and sanctions will be dependent on the severity of the situation.

## 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.

# Acceptable Use of Technology Sample Statements and Forms for Parents/Carers

## Parent/Carer AUP Acknowledgement

### Hollingbourne Primary School Learner Acceptable Use of Technology Policy Acknowledgment

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

1. 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.
2. 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.
3. I am aware that the school mobile technology policy states that my child cannot use personal device and mobile technology on site.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.....

## Sample 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 in order to access the curriculum and be prepared for modern life whilst at Hollingbourne Primary School.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, is not permitted at Hollingbourne Primary School.
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 Hollingbourne 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 (<http://www.hollingbourne.kent.sch.uk/key-information/policies/>), 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 Hollingbourne 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 (Helen Bradley-Wyatt), my child's teacher or the headteacher. if I have any concerns about online safety.

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

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

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

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

## Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use **Hollingbourne 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 **Hollingbourne 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 **Hollingbourne 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 **Hollingbourne Primary School** Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Personal use of setting IT systems by staff is not allowed.
6. Where I deliver or support remote learning, I will comply with the school remote learning AUP within this policy.

## Data and System Security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will use a 'strong' password to access school systems.
  - I will protect the devices in my care from unapproved access or theft.
8. I will respect school system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment.
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 (Liz from Zulogic) as soon as possible.

17. If I have lost any school related documents or files, I will report this to the ICT Support Provider (Liz from Zulogic) and school Data Protection Officer (Helen Bradley-Wyatt) as soon as possible.

18. Any images or videos of learners will only be used on the school website with parental consent.

- I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit 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 e.g. child protection, online safety, remote learning AUP.

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

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

- 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 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) (**Helen Bradley-Wyatt**) or deputies (**Tammie Allen-Harding** or **Vanessa Robinson**) 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.

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

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

## Use of Social Media and Mobile Technology

24. I have read and understood the school policy which covers expectations regarding staff use of mobile technology and social media

25. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour code of conduct, when using school

and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the on-line safety policy.  
<http://www.hollingbourne.kent.sch.uk/key-information/policies/>
- I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones.
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school behaviour policy and the law.

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

- 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 parents/carers.
- If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my (Helen Bradley-Wyatt) Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the headteacher.

27. 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 /headteacher.

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 is 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 into disrepute.

## Policy Compliance

31. I understand that the school may exercise its right to monitor the use of 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.

## Policy Breaches or Concerns

32. 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.

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

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

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

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

**I have read, understood and agreed to comply with Hollingbourne 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 children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help Hollingbourne 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 Hollingbourne 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 Hollingbourne 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 understand that I am not allowed to take images or videos of learners.

### 5. 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. 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) (H B-W) in line with the school child protection policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

## Use of Social Media and Mobile Technology

10. I have read and understood the school policy which covers expectations regarding staff use of social media and mobile technology.
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 (link). <http://www.hollingbourne.kent.sch.uk/key-information/policies/>
  - 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 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 (H B-W).
13. 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 Designated Safeguarding Lead (H B-W).
14. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

## Policy Compliance, Breaches or Concerns

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

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

19. I understand that if the school believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.

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

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

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....

## Wi-Fi Acceptable Use Policy

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

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

1. The school provides Wi-Fi for the school community and allows access for education use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Hollingbourne 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.

13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (Helen Bradley-Wyatt) as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (H B-W).

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 Hollingbourne School Wi-Fi acceptable Use Policy.**

Name .....

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

# Template Acceptable Use Policy (AUP) for Remote Learning and Online Communication

These templates specifically address 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. There is no expectation that staff should run formal live streamed sessions or provide pre-recorded videos; settings should implement the approaches that best suit the needs of their community and staff following appropriate discussions.

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

A remote learning AUP should be completed 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: [Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)
- National guidance:
  - DfE [Safer Remote Learning](#)
  - SWGfL: [Safer Remote Learning](#)
  - LGfL: [Coronavirus Safeguarding Guidance](#)
  - NSPCC: [Undertaking remote teaching safely](#)
  - Safer Recruitment Consortium: [Guidance for safer working practice for those working with children and young people in education settings Addendum](#) April 2020

## Remote Learning AUP Template - Staff Statements

### Hollingbourne Primary School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Hollingbourne 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 **Microsoft Teams**.
2. **Microsoft Teams** has been assessed and approved by the Headteacher.
  - Staff will only use school managed, 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 H B-W, Designated Safeguarding Lead (DSL).
3. Staff will use work provided equipment where possible e.g. a school laptop.
4. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - Times will be agreed at the point of delivery.
5. The Headteacher will be able to drop in at any time.
6. Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher.

#### Data Protection and Security

7. Any personal data used by staff and captured by Microsoft Teams when delivering remote learning can be stored on their platform with appropriate consent and in accordance with our data protection policy (<http://www.hollingbourne.kent.sch.uk/key-information/policies/>). This information can also be deleted at the Headteachers discretion.
8. All remote learning and any other online communication will take place in line with current school confidentiality expectations.
9. All participants will be made aware that Hollingbourne School records activity.
10. Staff will not record lessons or meetings using personal equipment.
11. Only members of Hollingbourne School community will be given access to Microsoft Teams.
12. Access to Microsoft Teams will be managed in line with current IT security expectations. e.g. using strong passwords, logging off or locking devices when not in use.

#### Session Management

- Appropriate privacy and safety settings will be used to manage access and interactions. This includes e.g. language filters, disabling/limiting chat, staff not permitting learners to share screens if necessary.

## 13. When live streaming with learners:

- Parents will provide school with an e-mail address.
- School will contact parents/ children via their e-mail to invite them to join Microsoft Teams.
- staff will be able to mute learners' videos and microphones at specific times. This is likely to vary based on age and ability of learners.

## 14. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.

- Access links should not be made public or shared by participants.
- 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 be appropriately supervised by a parent/carer or another appropriate adult.

## 15. Alternative approaches access will be provided to those who do not have access. e.g. in specific circumstance, school will loan devices with approval of the HT.

**Behaviour Expectations**

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

- 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.

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

## 18. 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.

## 19. 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**

## 20. Participants are encouraged to report concerns during remote and/or live streamed sessions to the member of staff running the session and telling a parent/carer.

## 21. 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 H B-W (HT).

## 22. 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.

## 23. Sanctions for deliberate misuse may include: e.g. restricting/removing use, contacting parents or police if a criminal offence has been committed.

24. Any safeguarding concerns will be reported to H B-W, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the Hollingbourne School Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....

## Remote Learning AUP Template - Learner Statements

### Hollingbourne School Learner Remote Learning AUP

I understand that:

- These expectations are in place to help keep me safe when I am learning at home using Microsoft Teams.
  - I should read and talk about these rules with my parents/carers.
  - Remote learning will only take place using Microsoft Teams and during usual school times.
    - My use of Microsoft Teams is monitored to help keep me safe.
2. Only members of Hollingbourne School community can access Microsoft Teams..
- I will only use my school provided email accounts and/or login to access remote learning.
  - I will use privacy settings as set up the school.
  - I will not share my login/password with others
  - I will not share any access links to remote learning sessions with others.
3. When taking part in remote learning I will behave as I would in the classroom. This includes:
- Using appropriate language.
  - Not taking or recording images/content without agreement from the teacher and/or those featured.
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.
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
- restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

**I have read and understood the Hollingbourne School Acceptable Use Policy (AUP) for remote learning.**

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

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

Parent/Carers Name.....

Parent/Carers Signature.....

## Acknowledgements and thanks

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