

# East Stour Primary School



## Online safety and Acceptable use of Technology policy 24/25

### Amendments

DATE	AMENDMENT	BY WHOM
23/09/25	Updated to be inline with new KCSIE updates	S. Lappage

# East Stour Primary School

## Online Safety and Acceptable use Policy



### Key Details

**Designated Safeguarding Lead (s): Emma Law - Executive Headteacher, Sophie Sadler - Headteacher**

**Named Governor with lead responsibility: Paul Owen**

**Date written/updated: September 25**

**Date agreed and ratified by Governing Body: October 2025**

**Date of next review: October 2026**

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

**Designated Safeguarding Leads at East Stour Primary School:**

Emma Law, Lisa Bowden, Emma Blackmore, Sophie Sadler, Jordan Charlesworth, Emma Francis

**Designated Safeguarding Officers at East Stour Primary School:**

Jo Dryland, Jane Walker, Becca Lee, Sarah Hayes, Samantha Newton (E-Safety responsibility)

**Filtering and Monitoring**

Schools and settings should ensure their AUPs reflect their specific approaches and the systems in place in relation to appropriate filtering and monitoring. We recommend DSLs and leaders access the following national guidance to support the decision making.

- Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - DfE Guidance
- Appropriate Filtering and Monitoring Guidance - UK Safer Internet Centre
- Filtering and monitoring - Questions for governors, proprietors and trustees - UK Safer Internet Centre
- Filtering and Monitoring Webinars - SWGfL

**Use of Artificial Intelligence**

Kent County Council recognises that generative artificial intelligence (AI) tools may have many uses which could benefit the education settings community. However, it is important to recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material, and additionally its use can pose moral, ethical and legal concerns.

This template does not fully reflect the use of AI as individual education leaders will need to make informed decisions regarding whether and how AI is used/permitted within their community. Where settings do permit use, we recommend these templates are adapted to reflect your specific expectations for use by staff and pupils/students as appropriate.

Leaders may need/wish to refer to use of AI in their child protection policy and other relevant curriculum-based policies according to leadership decisions in relation to the use (or not) of AI tools. The following links may also provide further information for leaders to consider:

- Generative artificial intelligence (AI) in education - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Data protection in schools - Artificial intelligence (AI) and data protection in schools - Guidance - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Artificial Intelligence and Online Safety | SWGfL
- Using artificial intelligence (AI) safely | Internet Matters

## **Child/Pupil/Student Acceptable Use of Technology Sample Statements**

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

- I understand that East Stour Primary schools rules will help keep me safe and happy when I go online
- I only go online when a trusted adult is with me.
- I only click on things online when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know that East Stour Primary School can see what I am doing online when I use East Stour technology such as chromebooks and name of any specific East Stour services and systems learners are expected to use (ed shed, TT rockstars, purple mash, google classroom, etc), including if I use them at home.
- If I see something online that makes me feel upset, unhappy, or worried I will always tell an adult.
- I can visit [www.ceopeducation.co.uk](http://www.ceopeducation.co.uk) (include other age-appropriate links) to learn more about keeping safe online.
- I know that if I do not follow the school/setting rules:
  - I will be spoken to by a member of school staff
  - I may lose my technology privileges
  - I will only access school technology when working directly with an adult
  - My parents or carers will be spoken to about my behaviour.
- I have read and talked about these rules with my parents/carers.

### **Shortened KS1 version (for use on posters or with very young children)**

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

### **Key Stage 2 (7-11)**

I understand that the East Stour PRimary School Acceptable Use Policy will help keep me safe and happy online at home and at school/setting.

#### **Safe**

- I will be kind and respectful online, just like I am in school.
- I only send messages which are polite and friendly.
- I will only share pictures or videos online if they are safe, kind, and I have asked for permission first.
- I will only click on links if a trusted adult says they are safe.

- I know that people online might not be who they say they are. I will only chat with people I know or who a trusted adult says are safe.
- If someone online asks to meet me, I will tell a trusted adult straight away.

### **Learning**

- My phone will be handed in to a school member of staff at the start of the school day. I will ask my teacher before using my own personal smart devices and/or mobile phone at school/setting.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
  - Google search engine
  - Websites will be reviewed by staff
- I will only use East Stour Primary school devices for work unless I have permission otherwise.
- If I need to learn online at home, I will follow the East Stour remote/online learning policy.

### **Trust**

- I know that some things or people online might not be honest or truthful.
- If I'm not sure something online is true, I will check with other websites, books, or ask a trusted adult.
- I always credit the person or source that created any work, images, or text I use.
- I will use Artificial Intelligence (AI) tools safely and sensibly. I won't use them to cheat, copy other people's work, or say anything unkind. I know that AI tools can sometimes make mistakes. I will only use them when a teacher or trusted adult says it's okay.

### **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.

### **Tell**

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will minimise the screen and tell a grown up immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a teacher/adult immediately.
- I know it is not my fault if I see something upsetting or unkind online.
- If I'm not sure about something online or it makes me feel worried or scared, I will talk to a trusted adult.

## **Understand**

- I understand that the East Stour Primary school internet filter is there to protect me, and I will not try to bypass it.
- I know that all East Stour Primary school owned devices and networks are checked/monitored to help keep me safe, even if I use them at home. This means someone at the school/setting may be able to see and/or check my online activity when I use East Stour Primary school devices and/or networks if they are worried about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a personal device, like a smart/mobile phone and/or other wearable technology into school/setting then I will hand it into a school member of staff at the start of the school day and collect it at the end of the day.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.ceopeducation.co.uk](http://www.ceopeducation.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online or to see help. Add other websites or support services as appropriate.
- I know that if I do not follow the East Stour Primary school rules then:
  - I will be spoken to by a member of school staff
  - I may lose my technology privileges
  - I will only access school technology when working directly with an adult
  - My parents or carers will be spoken to about my behaviour.

## **Alternative KS2 Statements**

- I understand that the East Stour Primary 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 at East Stour Primary 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 East Stour Primary 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 East Stour Primary 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/setting 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.
- I will not bring in any memory sticks/CDs from outside of East Stour Primary school, If it is necessary 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 whilst on site at East Stour Primary school.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into East Stour Primary 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 East Stour Primary 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/adult 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.
- I know my use of East Stour Primary school devices and systems can be monitored.

#### **Children/Pupils/Students with Special Educational Needs and Disabilities (SEND)**

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

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.
- I know that if I do not follow the school/setting rules then:
  - I will be spoken to by a member of school staff
  - I may lose my technology privileges
  - I will only access school technology when working directly with an adult

- My parents or carers will be spoken to about my behaviour.

### **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/setting rules then:
  - I will be spoken to by a member of school staff
  - I may lose my technology privileges
  - I will only access school technology when working directly with an adult
  - My parents or carers will be spoken to about my behaviour.

#### **Meeting**

- I will 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/setting rules then:
  - I will be spoken to by a member of school staff
  - I may lose my technology privileges
  - I will only access school technology when working directly with an adult
  - My parents or carers will be spoken to about my behaviour.

#### **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.

**Pupil/Student Acceptable Use Policy Agreement Form****East Stour Primary School Acceptable Use of Technology Policy –  
Child/Pupil/Student Agreement**

I, with my parents/carers, have read and understood the East Stour Primary School Acceptable Use of Technology Policy (AUP) and Remote Learning Policy.

I agree to follow the AUP when:

1. I use East Stour Primary school devices and systems (Chromebooks, ipads, google classroom, purple mash, ed shed, TT rockstars), both on site and at home.
2. I only use my own devices in East Stour Primary School when allowed, including mobile phones, smart technology, gaming devices, and cameras.
3. I use my own equipment out of East Stour Primary School, including communicating with other members of East Stour or when accessing East Stour Primary School systems.

Name.....

Signed.....

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

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

## Parent/Carer AUP Acknowledgement Form

### East Stour Primary School **Child/Pupil/Student** Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed The East Stour Primary School pupil's acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of East Stour Primary School devices and systems on site and at home including (Chrome books, tablets, use of systems such as Google classroom, purple mash, ed shed, TT rockstars), and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another **child/pupil/student**, could have repercussions for the orderly running at East Stour Primary school, if a **child/pupil/student** is identifiable as a member of East Stour School, or if the behaviour could adversely affect the reputation of East Stour Primary.
3. I understand that any use of East Stour devices and systems are appropriately filtered; this means/includes...
  - Staff monitoring during lessons (walking around and observing what children are accessing.
  - Filter reports to SLT that show what pupils have been accessing.
  - Banned search alerts to SLT. (this means that if your child searches for a word that is listed in our banned search list SLT will be notified immediately.
4. I am aware that my child's use of East Stour provided devices and systems will be monitored for safety and security reasons, when used on and offsite. Monitoring approaches are in place 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.
5. I understand that East Stour will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use school devices and systems, on and offsite. I however understand that East Stour cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of

materials accessed online, or if my child is using a personal device, including mobile or smart technologies.

6. I am aware that the East Stour mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site. If your child uses their device to and from school they can hand it in to a school member of staff and retrieve it at the end of the day.
7. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if East Stour Primary School is closed. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the East Stour Remote Learning Policy.
8. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the East Stour community, or content that could adversely affect the reputation of the setting.
9. I understand that East Stour Primary 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.
10. I will inform East Stour Primary 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 East Stour community's safety online.
11. 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.
12. I understand my role and responsibility in supporting East Stour with online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
13. I understand that a partnership approach to online safety is required. If East Stour has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
14. I understand that if I or my child do not abide by East Stour Primary School's AUP, appropriate action will be taken. This could include sanctions being applied in line with school policies and if a criminal offence has been committed, the police being contacted.
15. I know that I can speak to the Designated Safeguarding Lead (Emma Law / Lisa Bowden), my child's class teacher / Phase team Leader or the headteacher (Sophie Sadler) if I have any concerns about online safety.

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

Child's Name.....

Child's Signature ..... **(If appropriate)**

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

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

### **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 East Stour Primary Schools 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 Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the East Stour Primary School or accessed by me as part of my role within East Stour primary school, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that East Stour Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school child protection, online safety policy, staff behaviour policy/code of conduct and remote/online 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, East Stour Primary School staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

#### **Use of school/setting devices and systems**

4. I will only use the equipment and internet services provided to me by East Stour Primary School for example, provided laptops, tablets, mobile phones and internet access, when working with children/pupils/students.
5. I understand that any equipment and internet services provided by my workplace are intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed; If approved by the Head teacher. This use is at East Stour Primary School discretion and can be revoked at any time.
6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

#### **Data and system security**

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.

- I will use a 'strong' password to access East Stour Primary School systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system (will not use the same password for multiple systems)
  - I will protect the devices in my care from unapproved access or theft.
8. I will respect East Stour Primary Schools 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 by emailing [filtering@east-stour.kent.sc.uk](mailto:filtering@east-stour.kent.sc.uk) including browser toolbars, or hardware without permission from 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 SLT, Computing lead or IT technician.
  11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the East Stour Primary 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/setting site, such as via email, will be suitably protected.
    - Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the East Stour Primary School leadership team prior to use to ensure it is safe and legal.
  12. I will not keep documents which contain East Stour Primary 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 Provided laptops or similar devices issued to members of staff, that is unrelated to East Stour Primary School activities, such as personal photographs, files or financial information.
  14. I will ensure that East Stour Primary 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 East Stour Primary 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/ computing lead (Martin Page / Samantha Newton) as soon as possible.
17. If I have lost any East Stour Primary School related documents or files, I will report this to the ICT Support Provider/ leadership team and East Stour Primary School Data Protection Officer as soon as possible.
18. Any images or videos of children/pupils/students will only be used as agreed through parental permissions. I understand images of children/pupils/students must always be appropriate and should only be taken with East Stour Primary School provided equipment and only be taken/published where children/pupils/students and/or parent/carers have given explicit written consent.

### **Classroom practice**

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by East Stour Primary School as detailed in the child protection and online safety policies and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training. Leaders should ensure the online safety or child protection policy includes specific details for staff relating to expectations, applicable roles and responsibilities for appropriate filtering and monitoring.
20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT provider/staff, in line with the East Stour Primary School child protection and online safety policies.
21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection, online safety and remote learning AUP.
22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school/college community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that:
  - Any misuse of AI will be responded to in line with relevant school/college policies, including but not limited to, anti-bullying, staff and pupil/student behaviour and child protection.
  - AI tools are only to be used responsibly and ethically, and in line with our school child protection, data protection, and professional conduct/behaviour policy expectations.
  - A risk assessment will be undertaken, and written approval will be sought from the senior leadership team prior to any use of AI tools, for example if used in the classroom, or to support lesson planning.
  - A Data Protection Impact Assessment (DPIA) will always be completed prior to any use of AI tools that may be processing any personal,

sensitive or confidential data and use will only occur following approval from the DPO.

- I am required to critically evaluate any AI-generated content for accuracy, bias, and appropriateness before sharing or using it in educational contexts.
- AI must not be used to replace professional judgement, especially in safeguarding, assessment, or decision-making involving children/pupils/students.
- Only approved AI platforms may be used with children/pupils/students. Children/pupils/students must be supervised when using AI tools, and I must ensure age-appropriate use and understanding prior to use.
- Any misuse of AI will be responded to in line with relevant school/college policies, including but not limited to, anti-bullying, staff and pupil/student behaviour and child protection. (Amend as appropriate, for example reference any policies relating to exams/coursework etc.)

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

- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- creating a safe environment where children/pupils/students feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- Involving the Designated Safeguarding Lead (DSL) (Emma Law/ Lisa Bowden) or any named DSL/ DSO as listed at the start of this policy as part of planning online safety lessons or activities to ensure support is in place for any children/pupils/students who may be impacted by the content.
- Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
- make informed decisions to ensure any online safety resources used with children/pupils/students is appropriate.

24. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

### **Mobile devices and smart technology**

25. I have read and understood the East Stour Primary school mobile and smart technology and social media policies which addresses use by Pupils and staff.

26. 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/setting mobile technology policy and the law. Leaders should ensure there is a policy in place which addresses expectations regarding staff use of mobile devices/smart technology; a template social media and mobile technology policy can be found here.

### **Online communication, including use of social media**

27. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff behaviour policy/code of conduct, social media policy and the law.

28. As outlined in the staff behaviour policy/code of conduct and East Stour social media policy:

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

29. My electronic communications with current and past Pupils 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 East Stour approved and/or provided communication channels and systems, such as East Stour email address, user account or telephone number.
- I will not share any personal contact information or details with children/pupils/students, 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 Pupils and/or their parents/carers.
- If I am approached online by a current or past Pupil or their parents/carers, I will not respond and will report the communication to a member of the Senior Leadership team and/or a Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the senior leadership team.

### **Policy concerns**

30. 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.

31. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
32. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school/setting into disrepute.
33. I will report and record any concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the DSL in line with the East Stour child protection policy.
34. I will report concerns about the welfare, safety, or behaviour of staff online to a DSL or member of the Senior Leadership team, in line with the East Stour child protection policy and/or the Whistleblowing policy.

### **Policy Compliance and Breaches**

35. If I have any queries or questions regarding safe and professional practice online, either in the East Stour setting or off site, I will raise them with the DSL and/or Senior Leadership team.
36. I understand East Stour may exercise its right to monitor the use of its devices' information systems to monitor policy compliance and to ensure the safety of children/pupils/students and staff. This includes monitoring all East Stour provided devices, systems and networks including provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
37. I understand that if the East Stour Primary School believes that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
38. I understand that if East Stour Primary school believes that unprofessional or inappropriate online activity, including behaviour which could bring the East Stour into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
39. 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 East Stour Primary schools 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**

### **Policy scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by East Stour Primary School or accessed by me as part of my role within East Stour Primary school, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that East Stour Primary school AUP should be read and followed in line with the East Stour Primary school staff behaviour policy/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 East Stour Primary school ethos, staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. 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.

5. 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.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school/setting into disrepute.

### **Data and image use**

7. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including UK GDPR. This statement is only required if visitors/volunteers have access to East Stour Primary school data.
8. I understand that I am not allowed to take images or videos of children/pupils/students unless I have consent from Senior Leadership or Parental permission.

### **Classroom practice**

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children/pupils/students.
10. Where I deliver or support remote/online learning, I will comply with the East Stour Primary school remote/online learning Policy.
11. I will support and reinforce safe behaviour whenever technology is used on site, and I will promote online safety with the children/pupils/students in my care.
12. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the East Stour community, I will report this to the DSL and Senior Leadership team, in line with the school/setting child protection/online safety policy.
13. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

### **Use of mobile devices and smart technology**

14. In line with the East Stour Primary school mobile and smart technology policy, I understand that
  - My smart phone or device will only be used in appropriate locations outlined in the school Technology and Social media policy.
  - I will seek permission to use own devices whilst at East Stour Primary school
  - I will seek permission to access the school wifi
  - I will ensure that my smart phone is switched off or placed on silent and locked away whilst on site at East Stour Primary school.

### **Online communication, including the use of social media**

15. I will ensure that my online reputation and use of technology is compatible with my role within the East Stour Primary school. This includes my use of

email, text, social media, social networking, gaming and any other personal devices or websites.

- I will take appropriate steps to protect myself online as outlined in the child protection/online safety/social media policy.
- I will not discuss or share data or information relating to children/pupils/students, staff, East Stour Primary school business or parents/carers on social media.
- I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the East Stour Primary school code of conduct/behaviour policy and the law.

16. My electronic communications with children/pupils/students, 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 East Stour Primary school approved communication channels such as an East Stour Primary school provided email address, account or telephone number.
- Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
- Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with a DSL or member of the Senior leadership team.

### **Policy compliance, breaches or concerns**

17. If I have any queries or questions regarding safe and professional practice online either on site at East Stour Primary school or off site, I will raise them a DSL or member of the senior Leadership team.

18. I understand that East Stour Primary school may exercise its right to monitor the use of its devices' information systems to monitor policy compliance and to ensure the safety of children/pupils/students and staff. This includes monitoring all East Stour provided devices and East Stour Primary school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

19. I will report and record concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to a named DSL in line with the East Stour Primary school child protection policy.

20. I will report concerns about the welfare, safety, or behaviour of staff online to a member of the senior leadership team, in line with the Whistleblowing policy.

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

22. I understand that if East Stour Primary school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with East Stour 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**

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

1. East Stour Primary school provides Wi-Fi for the school community and allows access for (Education and running of the school).
2. I am aware that East Stour Primary school will not be liable for any damages or claims of any kind arising from the use of the wireless service. East Stour Primary 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 East Stour Primary school.
3. The use of technology falls under the East Stour Primary school Acceptable Use of Technology Policy (AUP), behaviour policy, Staff code of conduct and the Technology and social media policy which all children/pupils/students /staff/visitors and volunteers must agree to and comply with.

4. East Stour Primary 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. East Stour Primary 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 East Stour Primary school service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. East Stour Primary school cannot guarantee the safety of traffic across the wireless service. Use of the East Stour Primary 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. East Stour Primary school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the East Stour Primary 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 East Stour Primary school security and filtering systems or download any unauthorised software or applications.
11. My use of East Stour Primary school Wi-Fi will be safe and responsible and will always be in accordance with the East Stour Primary 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 East Stour Primary school into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to a DSL or member of the Senior Leadership team.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with a DSL or member of the Senior Leadership team.
15. I understand that my use of the East Stour Primary school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If East Stour Primary school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then East Stour Primary school may terminate or restrict usage. If East Stour Primary 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 East Stour Primary School Wi-Fi Acceptable Use Policy.**

Name .....

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

### **Acceptable Use Policy (AUP) for Remote/Online Learning**

This agreement will go alongside the East Stour Primary School Remote learning policy.

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

- LGfL: Safeguarding Considerations for Remote Learning
- SWGfL: Which Video Conference platform is best?

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

- Local guidance:
  - Kelsi:

#### **Online Safety Guidance for the Full Opening of Schools**

- The Education People:
  - Covid-19 Specific Safeguarding Guidance and Resources
  - 'Safer remote learning during Covid-19: Information for School Leaders and DSLs'
- National guidance:

- DfE: 'Safeguarding and remote education during coronavirus (COVID-19)
- SWGfL: Safer Remote Learning
- NSPCC: Undertaking remote teaching safely
- Safer Recruitment Consortium: Guidance for safer working practice

## **Remote/Online Learning AUP Template - Staff Statements**

### **East Stour Primary School Staff Remote/Online Learning AUP**

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguard all members of East Stour Primary school community when taking part in remote/online learning, for example following any full or partial closures.

#### **Leadership oversight and approval**

1. Remote/online learning will only take place using school approved systems.
  - Google classroom, Purple mash, class charts and Tapestry
  - Systems have been assessed and approved by the headteacher/a member of the Senior Leadership Team (SLT).
2. Staff will only use East Stour Primary school managed or specific, approved professional accounts with children/pupils/students and/or parents/carers. It is recommended staff use East Stour Primary school managed systems where possible or are required to set up separate school/school approved professional accounts.
  - Use of any personal accounts to communicate with children/pupils/students and/or parents/carers is not permitted.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with a named DSL or DSO.
  - Staff will use work provided equipment where possible, for example, a school laptop, tablet, or other mobile device.
3. Online contact with children/pupils/students and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - 8.30am - 4pm
4. All remote/online lessons will be formally timetabled; a member of SLT, DSL and/or PTL is able to drop in at any time.
5. Live-streamed remote/online learning sessions will only be held with approval and agreement from the headteacher/a member of SLT.

#### **Data Protection and Security**

6. Any personal data used by staff and captured by systems when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection laws.
7. All remote/online learning and any other online communication will take place in line with current East Stour Primary school confidentiality expectations.
8. All participants will be made aware that systems used may record activity. This will be stored on school agreed systems.

9. 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.
10. Only members of the East Stour Primary school community will be given access to remote learning systems, such as Google Classroom, purple mash, Class charts and Tapestry.
11. Access to the above systems will be managed in line with school expectations set out in Technology and social media policy, Acceptable use policy and staff code of conduct.

### **Session management**

12. Staff will record the length, time, date, and attendance of any sessions held. Detail how and where this information should be stored.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - language filters, disabling/limiting chat, staff not permitting children/young people to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.
14. When live streaming with children/pupils/students:
  - contact will be made via children's/pupils/students East Stour Primary school provided email accounts and/or logins.
  - staff will mute/disable children's/pupils/students' videos and microphones and have control of when they are enabled.
  - at least 2 members of staff will be present during live sessions. If this is not possible, SLT approval will be sought.
15. Live 1:1 sessions will only take place with approval from the headteacher/a member of SLT.
16. A pre-agreed invitation/email will be sent to those invited to attend.
  - Access links should not be made public or shared by participants.
  - Children/pupils/students and/or parents/carers should not forward or share access links.
  - If children/pupils/students or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
  - Children/pupils/students 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.
17. Alternative approaches and/or access will be provided to those who do not have access.

### **Behaviour expectations**

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
19. All participants are expected to behave in line with existing school/setting 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.
20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
21. 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.
22. 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**

23. Participants are encouraged to report concerns during remote and/or live-streamed sessions:
- Logging on CPOMS
  - Speaking to a DSL or member of the senior leadership team
  - Discussing with parent / carer if relevant.
24. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported via
- Logging on CPOMS
  - Speaking to a DSL or member of the senior leadership team
  - Discussing with parent / carer if relevant.
25. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, Whistleblowing Policy, anti-bullying and behaviour.
26. Sanctions for deliberate misuse may include: restricting/removing use, speaking to parents/carers, contacting police if a criminal offence has been committed.
27. Any safeguarding concerns will be reported to name, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the East Stour Primary School Acceptable Use Policy (AUP) for remote/online learning.**

Staff Member Name: .....

Date.....

## **Remote/Online Learning AUP Template – Pupil/Student Statements**

### **East Stour Primary school Pupil/Student Remote/Online Learning AUP**

1. I understand that:
  - these expectations are in place to help keep me safe when I am learning at home using Google classroom, Purple Mash and Tapestry.
  - I should read and talk about these rules with my parents/carers.
  - remote/online learning will only take place using school approved systems and during usual school/setting times.
  - My use of the school systems is monitored to help keep me safe.
  -
2. Only members of the East Stour Primary School community can access the school systems.
  - I will only use my East Stour Primary School provided email accounts and/or login to access remote learning.
  - I will use privacy settings as agreed with my teacher set up by the school/setting.
  - 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/online 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 if requested.
  - wear appropriate clothing and be in a suitable location.
  - ensure backgrounds of videos are neutral and personal information/content is not visible. Remove if pupil/student videos are disabled.
  - 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/online learning, I will:
- Took to a safe and trusted adult as soon as possible.
6. I understand that inappropriate online behaviour or concerns about my or others safety during remote/online 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 East Stour Primary School Acceptable Use Policy (AUP) for remote learning.**

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

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

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

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

Date.....