Acceptable Use of Technology Policy Templates for Educational Settings 2023-24

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Contents

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) 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 children/pupils/students and technology available.

Key Points

- AUPs should be recognised by educational settings as part of the portfolio of safeguarding policies and as part of the code of conduct and/or behaviour policies.
- AUPs are not technical policies and as such oversight and development will fall within the role and responsibilities of the Designated Safeguarding Lead (DSL) and overall approval from SLT, including governing boards/trusts etc.
  - o 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 IT providers/staff, therefore leaders should ensure that time is allocated to ensure this takes place.
- Where possible and appropriate, children/pupils/students, 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 changes to technology use made.
- Leaders should consider how they evidence that all members of the community have read and understood these policies, for example, keeping copies of signed agreements, publishing AUPs on the school/setting website and intranet.
- AUPs can be used to support other policies and training and education approaches to ensure there is a clear understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring.
- 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 or provide children/pupils/students and/or staff with individual devices.

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. Academy trusts, federations or chains of settings may wish to use these templates across their entire organisation, however AUPs will need to be adapted to suit the needs of each individual provision.

It will not be appropriate for educational settings to adopt the templates in their entirety; DSLs and leaders should ensure that any unnecessary content is removed.

Updated content for 2023-34

The core content within the AUP template for 2023-24 has been updated and remains much the same as 2022-23. Additional content or changes have been highlighted in yellow.

Additional content has been added to support schools and settings to clarify the systems in place in relation to appropriate filtering and monitoring. We recommend DSLs and leaders access the following national guidance and/or seek advice from the Education Safeguarding Service.

- [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - DfE Guidance - GOV.UK (www.gov.uk)](#)
- [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](#)

Disclaimer

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East Stour Primary School

Online Safety and Acceptable use Policy

Key Details

Designated Safeguarding Lead (s): Emma Law

Named Governor with lead responsibility: Emma Francis

Date written: October 2023

Date agreed and ratified by Governing Body:

Date of next review: October 2024

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, Zana Fletcher, Jordan Charlesworth

Designated Safeguarding Officers at East Stour Primary School:
Jo Dryland, Jane Walker, Becca Lee, Sarah Hayes, Samantha Newton (E-Safety responsibility)

Aims of policy

1. This online safety policy has been written by East Stour, involving staff, learners and parents/carers, building on the Kent County Council/The Education People online safety policy template, with specialist advice and input as required.
2. It takes into account the DfE statutory guidance 'Keeping Children Safe in Education' 2023, Early Years and Foundation Stage 2017 'Working Together to Safeguard Children' 2018 and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures
3. The purpose of East Stour online safety policy is to …
   - safeguard and promote the welfare of all members of East Stour community online.
   - Identify approaches to educate and raise awareness of online safety throughout our community.
   - Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
   - Identify clear procedures to follow when responding to online safety concerns
4. East Stour identifies that the issues classified within online safety are considerable but can be broadly categorised into three areas of risk.
   - **Content**: being exposed to illegal, inappropriate or harmful material
   - **Contact:** being subjected to harmful online interaction with other users
   - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm

Policy Scope

1. East Stour recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.
2. East Stour identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.
3. East Stour will empower our learners to acquire the knowledge needed to use the internet and technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.
4. This policy applies to all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or

provide services on behalf of the setting (collectively referred to as "staff" in this policy) as well as learners and parents and carers.

5. This policy applies to all access to the internet and use of technology, including mobile technology, or where learners, staff or other individuals have been provided with setting issued devices for use, both on and off-site.

Monitoring and Review

1. Technology evolves and changes rapidly; as such East Stour will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our technical infrastructure.
2. We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
3. To ensure they have oversight of online safety, the Headteacher will be informed of online safety concerns, as appropriate.
4. The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.
5. Any issues identified via monitoring policy compliance will be incorporated into our action planning.

Roles and Responsibilities

- The Designated Safeguarding Lead (DSL) (Emma Law - Headteacher) is recognised as holding overall lead responsibility for online safety.
- East Stour recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

The leadership and management team will:

- Create a whole setting culture that incorporates online safety throughout all elements of school life.
- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Implement appropriate and up-to-date policies regarding online safety which addresses the acceptable use of technology, peer on peer abuse, use of social media and mobile technology.
- Work with technical staff and IT support to ensure that suitable and appropriate filtering and monitoring systems are in place.
- Support the DSL and any deputies by ensuring they have enough time and resources to carry out their responsibilities.
- Ensure robust reporting channels are in place for the whole community to access regarding online safety concerns.
- Undertake appropriate risk assessments regarding the safe use of technology on site.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.

- Ensure that staff, learners and parents/carers are proactively engaged in activities which promote online safety.
- Support staff to ensure that online safety is embedded within a progressive whole setting curriculum which enables all learners to develop an appropriate understanding of online safety.

The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact within the setting on all online safeguarding issues.
- Liaise with other members of staff, such as pastoral support staff, IT technicians, network managers and the SENCO on matters of online safety.
- Ensure appropriate referrals are made to relevant external partner agencies, as appropriate.
- Work alongside deputy DSLs to ensure online safety is recognised as part of the settings safeguarding responsibilities, and that a coordinated whole school approach is implemented.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant and up-to-date knowledge required to keep learners safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and child protection training.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends and use this data to update the education response and school policies and procedures.
- Report online safety concerns, as appropriate, to the school management team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet regularly (Bi-annually as a minimum) with the governor with a lead responsibility for safeguarding and/or online safety.

It is the responsibility of all members of staff to:

- Contribute to the development of our online safety policies.
- Read and adhere to our online safety policy and acceptable use of technology policies.
- Take responsibility for the security of IT systems and the electronic data they use or have access to.

- Model good practice when using technology with learners
- Maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the learners in their care.
- Identify online safety concerns and take appropriate action by following the school safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including reporting to the DSL and signposting learners and parents/carers to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and school leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures including passwords and encryption as directed by the leadership team to ensure that the settings IT infrastructure is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that our filtering policy and monitoring systems and approaches are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Ensure appropriate technical support and access to our filtering and monitoring systems is given to the DSL and/or deputies to enable them to take appropriate safeguarding action when required.

It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:

- Engage in age/ability appropriate online safety education.
- Contribute to the development of online safety policies
- Read and adhere to the acceptable use of technology and behaviour policies.
- Respect the feelings and rights of others, on and offline.
- Take an appropriate level of responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if they are concerned about anything, they or others experience online.

It is the responsibility of parents and carers to:

- Read our acceptable use of technology policies and encourage their children to adhere to them.

- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media and abide by the home-school agreement and acceptable use of technology policies.
- Seek help and support from the school or other appropriate agencies, if they or their child encounter online issues.
- Contribute to the development of our online safety policies.
- Use our systems, such as learning platforms and other IT resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by the new and emerging technologies that their children access and use at home.

Child/Pupil/Student Acceptable Use of Technology

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

Settings should ensure their AUP includes age and ability appropriate information and expectations relating to the specific use and monitoring of school/setting provided devices and networks, services and/or systems, for example laptops, tablets and cloud computing, as well as use of learner owned devices such as mobile/smart phones, tablets and wearable technology.

The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with their community to amend the statements so they can develop ownership and understanding of the expectations.

Early Years and Key Stage 1 (0-6)

- I understand that the East Stour Primary School Acceptable Use Policy will help keep me safe and happy online.
- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the East Stour Primary School can see what I am doing online when I use East Stour's Laptops, chrome books and tablets and Google classroom, Purple Mash, Spelling Shed, TT Rock Stars and tapestry, including if I use them at home.**.**
- I always tell a trusted adult at home or at school if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.

- I know that if I do not follow the East Stour Primary School rules:
  - My time on school devices will be limited
  - My Parent/carer will be spoken to
- 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 East Stour Primary School.

Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

Learning

- I will have permission before I access the schools Chromebooks, laptops or tablets.
- I will not use my own personal devices during school hours.
- 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 East Stour Primary School devices for East Stour Primary School work unless I have permission otherwise.
- If I need to learn online at home, I will follow the East Stour Primary School remote/online learning AUP.

Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

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 an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a Trusted school adult.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind 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.

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 monitored to help keep me safe, including if I use them at home. This means someone at the East Stour Primary School 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 concerned about my or anyone else's safety or behaviour.
  - We will have limited access to the school devices
  - We will only be allowed to use school devices when an adult is present.
  - My parents and carers will be spoken to.
- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into East Stour Primary School then I will hand it to be kept safe and collect it again at home time.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online or to see help.
- I know that if I do not follow the East Stour Primary School rules then:
  - We will have limited access to the school devices
  - We will only be allowed to use school devices when an adult is present.
  - My parents and carers will be spoken to.

Additional KS2 Statements

- I know that I will be able to use the internet in 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 accidently 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 East Stour Primary 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 another trusted 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 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 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 East Stour Primary School.
- 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 another trusted 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 East Stour Primary School rules:
    - My time on school devices will be limited
    - My Parent/carer will be spoken to

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 East Stour Primary School rules:
    - My time on school devices will be limited
    - My Parent/carer will be spoken to

Meeting

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

Accepting

- I do not open messages or emails from strangers.

Reliable

- I make good choices on the computer.

Tell

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

Learners with SEND functioning at Levels L2-4 (Based on Childnet's SMART Rules)

Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.

- I am careful if I share photos online.
- I know that if I do not follow the East Stour Primary School rules:
  - My time on school devices will be limited
  - My Parent/carer will be spoken to

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

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

Class…………………………………...………Date……………………………………………

Parent/Carer's Name……………………………………………………………………….......

Parent/Carer's Signature………………………………………………………………………...

Date……………………………….

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

Whilst your child attends school at East Stour Primary they will need to follow the online safety rules set out in the Online safety and acceptable use policy. The policy is put in place to ensure the safety of all children that attend East Stour Primary school. This policy is in place when your child uses or accesses the school internet, devices including Chromebooks and tablets and school systems such as Google classroom, Purple Mash, Tapestry, Spelling shed and TT Rockstar's.

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 child/pupil/ student 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 (Chromebooks, tablets, Google classroom, Spelling Shed, etc), 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 of East Stour Primary School, if a child/pupil/student is identifiable as a member of the East Stour Primary school community, or if the behaviour could adversely affect the reputation of the school/setting.

3. I understand that any use of East Stour Primary School devices and systems are appropriately filtered; this means/includes websites that will be blocked by the school filtering system and safeguarding alerts to SLT when a pupil's search flags up a banned word.
4. I am aware that my child's use of East Stour Primary Schools provided devices and systems will be monitored for safety and security reasons, when used on and offsite. This includes adult supervision when pupils have access to devices and systems, adults being able to see what children are sharing when using school systems such as Google Classroom.
    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 the East Stour Primary School will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use East Stour Primary School devices and systems, on and offsite. I however understand that the School 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 Primary School mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site.

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 Primary Schools 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 Primary School community, or content that could adversely affect the reputation of the school.

9. I understand that somebody from 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 the school safeguarding team, The e-safety lead or my child's class teacher) or other relevant organisations if I have concerns over my child's or other members of East Stour Primary School's 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 Primary School's online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

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

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)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use East Stour Primary Schools IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for children/pupils/students, 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 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 East Stour Primary 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 East Stour Primary School or accessed by me as part of my role within the 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 schools Acceptable Use of Technology Policy (AUP) should be read and followed in line with the schools child protection Policy, staff 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 East Stour Primary Schools ethos, East Stour Primary School's staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of East Stour Primary School devices and systems

4. I will only use the equipment and internet services provided to me by East Stour Primary for example School 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 is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is not allowed.

6. Where I deliver or support remote/online learning, I will comply with East Stour Primary Schools 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.
   - o 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. You will be prompted when to change your device or system password.**
   - o I will protect the devices in my care from unapproved access or theft.
     - o I will not leave my device unattended when I take it off school property.
     - o I will ensure that my device is locked when I leave it unattended.
     - o I will nit share my password with anyone else.

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 it to filtering@east-stour.kent.sch.uk.

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the schools computing team, I will email filtering@east-stour.kent.sch.uk with any changes/programmes/software I wish to use.

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.
    - o 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.
    - o Any data being removed from the East Stour Primary 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 East Stour Primary school Senior Leadership Team.

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 East Stour Primary

school learning platform to upload any work documents and files in a password protected environment.

13. I will not store any personal information on East Stour Primary School IT system, including East Stour Primary 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 East Stour Primary Schools 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/Team lead (Martin page – martin@pagecomputers.org or filtering@east-stour.kent.sch.uk) as soon as possible.

17. If I have lost any East Stour Primary School related documents or files, I will report this to the Senior leadership team (slt@east-stour.kent.sch.uk) where it will reported to the DPO as soon as possible.

18. Any images or videos of children/pupils/students will only be used as stated in the East Stour primary school photo permissions form. 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 or online safety risk assessment, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

    - When carrying out lessons involving the chrome books I will ensure an adult is walking around the room continuously monitoring use.

    - I will carry out checks of searches and websites I plan to use in class.

    - I will email filtering@east-stour.kent.sch.uk If I have found an inappropriate website / search or if I would like a website unblocked.

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, safeguarding@east-stour.kent.sch.uk and filtering@east-stour.kent.sch.uk emails straight away in line with safeguarding procedures.

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 and remote learning policy.

22. 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:
    o exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
    o 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.
    o involving the Designated Safeguarding Lead (DSL) (Emma Law) or a deputy (Lisa Bowden, Zana Fletcher, Emma Blackmore, Sophie Sadler or any DSO's) 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.
    o 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.
    o make informed decisions to ensure any online safety resources used with children/pupils/students is appropriate.

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

Mobile devices and smart technology

24. I have read and understood the East Stour Primary School mobile and smart technology and social media policies which addresses use by children/pupils/students and staff.

25. 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 East Stour Primary School mobile technology policy and the law.

Online communication, including use of social media

26. 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 policy, code of conduct, social media policy and the law.

27. As outlined in the staff code of conduct and East Stour Primary School social media policy.

- o 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.
- o I will not discuss or share data or information relating to children/pupils/students, staff, East Stour business or parents/carers on social media.

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

- o I will ensure that all electronic communications take place in a professional manner via East Stour Primary School approved and/or provided communication channels and systems, such as a East Stour Primary School email address, user account or telephone number.
- o I will not share any personal contact information or details with children/pupils/students, such as my personal email address or phone number.
- o I will not add or accept friend requests or communications on personal social media with current or past children/pupils/students and/or their parents/carers.
- o If I am approached online by a current or past children/pupils/students or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- o Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or headteacher.

Policy concerns

29. 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.

30. 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.

31. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the East Stour Primary school into disrepute.

32. 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 Primary School child protection policy and safeguarding procedures.

33. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher and safeguarding team, in line with the East Stour Primary school's child protection policy and/or the whistleblowing policy.

Policy Compliance and Breaches

34. 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 and headteacher immediately.

35. I understand that the 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 school provided devices and school systems and networks including East stour Primary School provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via East Stour Primary 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.

36. I understand that if East Stour Primary School believe 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 code of conduct.

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

38. 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 Policy Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member: ……………………………………………………………………………

Signed: ……………………………………………………………………………………………...

Date (DDMMYY)……………………………………………………………………………………...

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help East Stour Primary school ensure that all visitors and volunteers understand the East Stour Primary 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, 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. 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 schools 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 East Stour Primary School ethos, school 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 East Stour Primary School 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.

8. I understand that I am not allowed to take images or videos of children/pupils/students. Any images or videos of children/pupils/students will only be taken using school devices when requested by a member of staff.

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. 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.

11. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the East Stour Primary School community, I will report this to the DSL immediatey, in line with the schools safeguarding systems.

12. 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 mobile devices and smart technology

13. In line with the East Stour Primary school mobile and smart technology policy, I understand that I will not use my own personal device outside of allocated school areas. I will not use my mobile device around children.

Online communication, including the use of social media

14. I will ensure that my online reputation and use of technology and is compatible with my role within the school/setting. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
    o I will take appropriate steps to protect myself online as outlined in the child protection/online safety/social media policy.
    o I will not discuss or share data or information relating to children/pupils/students, staff, school/setting business or parents/carers on social media.
    o 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/setting code of conduct/behaviour policy and the law.

15. 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.
    o All communication will take place via school/setting approved communication channels such as via a school/setting provided email address, account or telephone number.
    o Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
    o Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the Senior Leadership team or a DSL.

Policy compliance, breaches or concerns

16. If I have any queries or questions regarding safe and professional practice online either in East Stour Primary School or off site, I will raise them with the Designated Safeguarding Lead (Emma Law) or any other DSL / DSO)

17. I understand that the school/setting 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 school provided devices and 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.

18. I will report and record concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to Designated Safeguarding Lead (Emma Law) or any other DSL / DSO) in line with the school/setting child protection policy.

19. I will report concerns about the welfare, safety, or behaviour of staff online to the head teacher and safeguarding team (safeguarding@east-stour.kent.sch.uk) , in line with the whistleblowing policy.

20. 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.

21. 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 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

As a professional organisation with responsibility for children's safeguarding it is important that all members of the East Stour Primary School community are fully aware of the school boundaries and requirements when using the East Stour 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 East Stour Primary School 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 educational use.

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. 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 East Stour Primary School.

3. The use of technology falls under East Stour Primary School's Acceptable Use of Technology Policy (AUP), child protection policy and behaviour policy which all children/pupils/students /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. 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 school service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The East Stour Primary 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. East Stour Primary 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 East Stour Primary School's security and filtering systems or download any unauthorised software or applications.

11. My use of the school Wi-Fi will be safe and responsible and will always be in accordance with the school/setting 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 (Emma Law) or other DSO's as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Emma Law) or another member of senior leadership.

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 East Stour Primary School Wi-Fi Acceptable Use Policy.

Name …………………………………………………………………………………………..…..

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

Template Acceptable Use Policy (AUP) for Remote/Online Learning

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 safeguarding all members of East Stour Primary School community when taking part in remote/online learning, for example following any full or partial school closures.

Leadership oversight and approval

1. Remote/online learning will only take place using East Stour Primary School Systems, such as Google Classroom and Tapestry.
   - Google Classroom and Tapestry has been assessed and approved by the headteacher/a member of 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.
   - 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 Emma Law, Designated Safeguarding Lead (DSL).

- Staff will use work provided equipment where possible, for example, your school issued laptop or iPad.

3. Online contact with children/pupils/students and/or parents/carers will not take place outside of the operating times as defined by SLT:
   - 9am – 3pm

4. All remote/online lessons will be formally timetabled; a member of SLT, DSL and/or head of department is able to drop in at any time.

5. Live-streamed remote/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 Google classroom / Tapestry when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.

7. All remote/online learning and any other online communication will take place in line with current East Stour Primary Schools confidentiality expectations.

8. All participants will be made aware that Google Classroom / Purple Mash / Tapestry records activity.

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 Google classroom, Tapestry and purple mash.

11. Access to Google Classroom / Purple Mash / Tapestry will be managed in line with current IT security expectations.

   o Ensure strong passwords are used.
   o Locking devices when not in use.

Session management

12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
   - Limiting chats
   - Keeping meeting Id's private
   - Only staff can share screens.

13. When live streaming with children/pupils/students:
    - contact will be made via children's/pupils/students school/setting provided email accounts and/or logins.
    - A parent or career will need to be present whilst live is in session.
    - staff will mute/disable children's/pupils/students' videos and microphones, when children are needed to interact.
    - at least 2 members of staff will be present.
        - If this is not possible, SLT approval will be sought.

14. A pre-agreed invitation/emaildetailing the session expectations 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.

15. Alternative approaches and/or access will be provided to those who do not have access.

Behaviour expectations

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

17. 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.

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

19. 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.

20. 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

21. Participants are encouraged to report concerns during remote and/or live-streamed sessions:
    - To class teachers
    - Senior leadership team
    - Parents / carers

22. 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 Safeguarding@east-stour.kent.sch.uk .

23. 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.

24. Sanctions for deliberate misuse may include

    - Inappropriate language
    - Sharing of video link outside of school community

25. Any safeguarding concerns will be reported to Emma Law, 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 / Tapestry.
   - I should read and talk about these rules with my parents/carers.
   - remote/online learning will only take place using Google Classroom / Purple mash / Tapestry and during usual school times.
   - my use of Google Classroom / Purple mash / Tapestry is monitored to help keep me safe.

2. Only members of the East Stour Primary School community can access Google Classroom / Purple mash / Tapestry.
   - 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 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 not using:
   - Inappropriate 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 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:
   - Speak to my class teacher
   - Speak to my adult at home
   - Contact a member of SLT (Mrs Law, Mrs Blackmore, Mrs Sadler, Mrs Fletcher)

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:
    - Use of inappropriate language
    - Sharing inappropriate content
    - Sharing the link outside of the school community

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

Name………………………………………… Signed……………………………………………

Class…………………………………..………… Date………………………………………………

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

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

Date…………………………………………………………………………………………………

Acknowledgements and Thanks