



# St Peter's C of E Primary School

*Growing together in Knowledge, Wisdom and Faith*

## Acceptable Use Policy 2023-24 (Kent Model)

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Governor Responsible for this Policy	<b>Pamela Lock, Chair of Governors</b>
Team Responsible for this Policy	<b>FGB</b>
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St Peter's Church of England Primary School aims to provide a happy, secure and Christian learning environment in which every child can achieve academic and personal success.

The Governors and Staff of St Peter's Church of England Primary School believe our school policies help us to continuously improve the school and ensure that each child is valued and encouraged. We recognise that all children have potential and through the school policies we aim to create a caring and well-ordered environment in which our school family can learn and develop.

Being a Church of England Primary school means we embrace the following Christian Values, which guide all aspects of school life and underpin our school policies.

**Joy**

**Friendship and Respect**

**Determination and Courage**

**Trust and Honesty**

**Kindness and Forgiveness**

# **St Peter's CE Primary School Pupil Acceptable Use of Technology**

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

- I understand that the school Acceptable Use Policy will help keep me safe and happy online.
- I only use the internet when an adult is with me.
- I only click on 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 school can see what I am doing online when I use school computers/tablets.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the school rules then I will need to spend time talking to my teacher and my teacher may need to speak to my parents.
- 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 school Acceptable Use Policy will help keep me safe and happy online at home and at school.

### **Safe**

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

### **Learning**

- I understand that I need to use my own log in to access the school laptops.
- I understand that I need to sign out the tablets on a numbered form.
- I understand that I am not allowed to use my own devices such as mobile phones or smart watches at school.
- I always ask permission from an adult before using the internet.

- I only use websites and search engines that my teacher has chosen.
- If I need to learn online at home, I will follow the school 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 shut the laptop lid and tell an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to an adult at school
- 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 school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and/or networks if they are concerned about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into school then I will hand it in to my teacher at the start of the day.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online or to see help.
- I know that if I do not follow the school rules then then I will need to spend time talking to my teacher or one of the school senior leaders and my teacher may need to speak to my parents.

### **Shortened KS2 version (for use on posters)**

- I ask an 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 school devices and systems can be monitored.

## Acceptable Use Policy Agreement Form for Pupils



### St Peter's CE Primary School Acceptable Use of Technology Policy

#### Pupil Agreement 2023-24

I, with my parents/carers, have read and understood the school Acceptable Use of Technology Policy (AUP) and remote learning AUP.

I agree to follow the AUP when:

1. I use school devices and systems both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems.

Name: .....

Signed: .....

Class: .....

Date: .....

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

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

Date: .....

# Acceptable Use of Technology Form for Parents/Carers

## St Peter's CE Primary School Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed St Peter's CE Primary School Pupil 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 school devices and systems on site and at home 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 pupil, could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. I understand that any use of school devices and systems are appropriately filtered; this means that the school uses appropriate filtering and monitoring systems. The school uses Smoothwall provided by KCC to filter appropriate content for schools.
4. I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used on and offsite. The use of the internet in school is monitored by the schools IT technicians and on a daily basis by Mrs J Langton. Records are kept of any attempts to access inappropriate sites. Where individuals try and access sites which may cause concern then the lead DSL, Mrs J Langton will record the concern and take any further appropriate actions which could include consulting with outside agencies and/or parents. Children will be provided with appropriate support in relation to the concern. 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 school 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 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 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 online learning, for example, if the 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 school remote learning AUP.

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 school community, or content that could adversely affect the reputation of the school.
9. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.
10. I will inform the school by contacting Mrs J Langton DSL or other relevant organisations if I have concerns over my child's or other members of the school 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 the school 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.



## **St Peter's CE Primary School Acceptable Use of Technology Policy**

### **Pupil Agreement 2023-24**

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**

### **St Peter's Staff Acceptable Use of Technology Policy (AUP)**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use St Peter's CE Primary School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, 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 St Peter's CE Primary School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### **Policy scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within St Peter's CE 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 St Peter's CE Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the child protection policy, staff handbook and staff code of conduct code of conduct and 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, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

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

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with pupils. .
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 allowed; this use is at the school's discretion and can be revoked at any time. Personal devices such as mobile technology and phones can only be used in the staff room or at the front of the school or in offices where children are not present. Personal devices should never be shared with children. Personal devices should only be used to access appropriate information.

Personal devices are traceable using the school filtering systems and a log is kept of any inappropriate or concerning use of personal devices which may result in staff being unable to use personal device in school or access the school wifi.

6. Where I deliver or support online learning, I will comply with the school 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 school systems. There is a requirement that passwords are changed termly.
  - I will protect the devices in my care from unapproved access or theft. I will not leave devices visible or unsupervised in public places.
8. I will respect school system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school approved share point.
13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences:

to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.
16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Mrs J Langton as soon as possible.
17. If I have lost any school related documents or files, I will report this to Mrs J Langton as the school Data Protection Officer as soon as possible.
18. Any images or videos of pupils will only be used as stated in the school camera and image use policy. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils 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 St Peter's CE Primary School as detailed in the child protection policy and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
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 Mrs J Langton and the DSL team in line with the school child protection policy.
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 policy.
22. I will promote online safety with the pupils 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 pupils 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) (Mrs J Langton) or a deputy (Mrs B Smith or Mrs V Jenner) as part of planning online safety lessons or activities to ensure support is in place for any pupils 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 pupils 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 school mobile and smart technology and social media policies which addresses use by pupils 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 code of conduct and the 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 and staff code of conduct, social media policy and the law.
27. As outlined in the staff code of conduct and school social media policy:
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
  - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
28. 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 school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
  - I will not share any personal contact information or details with pupils 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 pupils or parents/carers, I will not respond and will report the communication to my line manager and Mrs J Langton 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 DSL.

## **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 school into disrepute.
32. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.
33. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with school child protection 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.
35. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils 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.
36. I understand that if the 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 the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

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



## **St Peter's CE Primary School Acceptable Use of Technology Policy**

### **Staff Agreement 2023-24**

**I have read, understood and agreed to comply with St Peter's CE Primary School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date: .....

## Acceptable Use of Technology Policy for Visitors and Volunteers

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 St Peter's CE Primary School ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

### Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within St Peter's CE 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 St Peter's CE Primary School AUP should be read and followed in line with the school staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
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 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 pupils **unless this is for a specific reason which has been discussed with the Head teacher**. In this case, any images or videos of pupils will only be taken in line with the school camera and image use policy

### 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 pupils.

10. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.
11. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL Mrs J Langton in line with the school child protection policy
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 school mobile and smart technology policy, I understand that I am not permitted to use my phone or mobile devices whilst onsite and these should be turn off and kept in a bag.

### **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. 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 and social media policy.
  - I will not discuss or share data or information relating to pupils, staff, 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 school code of conduct policy and the law.
15. My electronic communications with pupils , parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school provided email address, account or telephone number.
  - Communication will not take place via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
  - Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL Mrs J Langton.

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

16. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead Mrs J Langton.
17. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils 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 pupils or parents/carers online to the Designated Safeguarding Lead Mrs J Langton in line with the school child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
20. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
21. I understand that if the school suspects criminal offences have occurred, the police will be informed.



## **St Peter's CE Primary School Acceptable Use of Technology Policy**

### **Volunteer and Visitor Agreement 2023-24**

**I have read, understood and agreed to comply with St Peter's CE Primary School Visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date: .....

## Wi-Fi Acceptable Use Policy

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

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

1. The school provides Wi-Fi for the school community and allows access for education use only. The log in details for our school wifi can be provided by Mrs L page in our school office.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under St Peter's Acceptable Use of Technology Policy (AUP), child protection policy and staff code of conduct policy which all pupils, staff, visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the school service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
10. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.
11. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead Mrs J Langton as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead Mrs J Langton.
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.



## **St Peter's CE Primary School Acceptable Use of Technology Policy**

### **Wi-Fi Acceptable Use Policy 2023-24**

**I have read, understood and agreed to comply with St Peter's CE Primary School**

Name: .....

Signed: .....

Date: .....

# St Peter's Acceptable Use Policy (AUP) for Online Learning 2023-24

## Online Learning AUP - Staff Statements

The Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of St Peter's CE Primary School community when taking part in online learning, for example following any full or partial school closures.

### Leadership oversight and approval

1. Remote/online learning will only take place using Microsoft Teams.
  - Teams has been assessed and approved by the headteacher.
2. Staff will only use school approved professional accounts with pupils.
  - Use of any personal accounts to communicate with pupils and parents is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Mrs J Langton Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible, for example, a school laptop, tablet, or other mobile device.
3. Online contact with pupils and parents/carers will not take place outside of the operating times as defined by SLT: 8am – 4pm
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. All remote/online learning and any other online communication will take place in line with current school confidentiality expectations.
7. 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.
8. Only members of the St Peter's CE Primary School community will be given access to Teams.
9. Access to Teams will be managed in line with current IT security expectations as outlined in our AUP.

## Session management

**Note: Not all statements will be needed if settings are not delivering live content**

10. Staff will record the length, time, date, and attendance of any sessions held on Arbor.
11. When live streaming with pupils
  - Contact will be made via pupil's **school** provided email accounts **and** logins.
  - staff will mute pupils videos and microphones.
  - At least 2 members of staff will be present.
    - If this is not possible, SLT approval will be sought.
12. Live 1:1 sessions will only take place with approval from the headteacher.
13. A pre-agreed email detailing the session expectations will be sent to those invited to attend.
  - Access links should not be made public or shared by participants.
  - Pupil's and parents/carers should not forward or share access links.
  - If pupils or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
  - Pupils 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.
14. Alternative approaches or access will be provided to those who do not have access.

## Behaviour expectations

15. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
16. 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.**
  - **Attendees cannot record events for their own use.**
17. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
18. When sharing videos and/or live streaming, participants are required to:
  - **Wear appropriate dress.**
  - **Ensure backgrounds of videos are neutral (blurred if possible).**

- **Ensure that personal information and/or unsuitable personal items are not Visible, either on screen or in video backgrounds.**

19. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### **Policy Breaches and Reporting Concerns**

20. Participants are encouraged to report concerns during remote and/or live-streamed sessions:

Report any concerns to Mrs J Langton by email using [dsl@st-peters.kent.sch.uk](mailto:dsl@st-peters.kent.sch.uk)

21. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to Mrs J Langton Headteacher.

22. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

23. Sanctions for deliberate misuse may include **restricting/removing use, contacting police if a criminal offence has been committed.**

24. Any safeguarding concerns will be reported to **Mrs J Langton**, Designated Safeguarding Lead, in line with our child protection policy.



## **St Peter's CE Primary School Acceptable Use of Technology Policy**

### **Remote/Online Learning Policy 2023-24**

**I have read and understood the St Peter's CE Primary School Acceptable Use Policy (AUP) for remote/online learning.**

Staff Member Name: .....

Date: .....