Rusthall St Paul's's Church of England VA Primary School

Acceptable Use Policy November 2023

Executive Head Teacher: Liz Mitchell

Chair of Governors: Ruth Hinckley and Simon Griffiths

Contents

Child Acceptable Use of Technology Statements

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 and tablets and name of any specific school systems learners are expected to use, including when I am at home.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - **I will complete school community service**
  - **I may be given internal suspension**
- I have read and talked about these rules with my parents/carers.

KS1

- 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 will not use my personal devices in school to access the internet. My devices are left at the school office.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school remote/online learning AUP.

School

- 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 Schooled adult.
- I always credit the person or source that created any work, images, or text I use.

Responsible

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

Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the school rules then:
    - **I will complete school community service**
    - **I may be given internal suspension**

Tell

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

Alternative KS2 Statements

- I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school.
- I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.

- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidently come across any of these, I should report it to a teacher or adult in school, or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a Schooled adult.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks/CDs from outside of school, I will always give them to my teacher so they can be checked for viruses and content before opening them.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring a personal/smart device and/or mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

Shortened KS2 version (for use on posters)

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

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

Learners with SEND functioning at Levels P4 –P7

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.
- I know that if I do not follow the school rules then:
  - **I will complete school community service**
  - **I may be given internal suspension**

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

Safe
- I ask a grown up if I want to use the computer.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the school rules then:
  - **I will complete school community service**
  - **I may be given internal suspension**

Meeting

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

Accepting

- I do not open messages or emails from strangers.

Reliable

- I make good choices on the computer.

Tell

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

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

Safe

- I ask an adult if I want to use the internet.
- I keep my information private on the internet.
- I am careful if I share photos online.

- I know that if I do not follow the school rules then:
  - **I will complete school community service**
  - **I may be given internal suspension**

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

Rusthall St Paul's's Acceptable Use of Technology Policy – Pupil Agreement

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……………………………………….………….........

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

Date……………………………………………………………………………………

Acceptable Use of Technology Statements and Forms for Parents/Carers

KCSIE 2022 states that schools and colleges should ensure parents/carers are aware of what their children are being asked to do online, including the sites they will asked to access and who from the school/college (if anyone) their child is going to be interacting with online.

Parent/Carer AUP Acknowledgement Form

Rusthall St Paul's's Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed the Rusthall St Paul's 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 including phones, tablets, computers, smart TVs and gaming devices 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 could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.

3. I am aware that any use of school devices and systems are appropriately filtered and may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

4. I am aware that the school mobile and smart technology policy states that my child cannot use personal device and mobile and smart technology on site. Year 6 pupils may bring a phone in if walking home without an adult, however these must be left at the school office.

5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed in response to Covid-19. 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.

6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.

7. 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.

8. I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety online.

9. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.

10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

11. I understand my role and responsibility in supporting the schools 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……………………….

Parent/Carer Acceptable Use of Technology Policy (AUP)

Please be aware that issues for learning can be created if parents/carers refuse to agree an AUP before allowing access as children and young people will need to use the internet to access the curriculum. If settings opt to request parental consent before granting access to children, the setting should have a robust process in place to manage and record responses and to engage with parents/carers who do not respond or refuse to agree the AUP. Alternatives include highlighting online safety within the Home School Agreement and/or using an AUP acknowledgement form.

1. I know that my child will be provided with internet access and will use a range of IT systems including in order to access the curriculum and be prepared for modern life whilst at school.

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/student, could have repercussions for the orderly running of the school, if a pupil/student is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.

3. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at school however pupils in Year 6 may bring their phone if walking home unattended and leave the phone in the school office.

4. I understand that my child needs a safe and appropriate place to access remote/online learning, for example if school is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school remote/online learning AUP.

5. I am aware that any use of school devices and systems are appropriately filtered and may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.

7. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.

8. I have read and discussed the Pupil Acceptable Use of Technology Policy (AUP) with my child.

9. I will support school safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of school and will discuss online safety with them when they access technology at home.

10. I know I can seek support from the school about online safety, such as via the school website to help keep my child safe online at home.

11. I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.

11

12. I, together with my child, 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

13. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.

14. I understand that if I or my child do not abide by the AUP, appropriate action will be taken. This could include sanctions being applied in line with the school/School policies and if a criminal offence has been committed, the police being contacted.

15. I know that I can speak to the Designated Safeguarding Lead, my child's class teacher/Key Stage Leader or Head of School if I have any concerns about online safety.

I have read, understood and agree to comply with the Rusthall St Paul's's Parent/Carer Acceptable Use of Technology Policy.

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

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

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

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

Acceptable Use of Technology for Staff, Visitors and Volunteers

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use the School's 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 School's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Rusthall St Paul's's both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies**.**

2. I understand that the Rusthall St Paul's's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school Child Protection and Online Safety policies**,** staff Code of Conduct.

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's 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 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 the school remote/online learning AUP.

7. **Data and system security**

8. 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 school systems.
    o   I will protect the devices in my care from unapproved access or theft.
9. I will respect school system security and will not disclose my password or security information to others.

10. I will not open any hyperlinks or attachments in emails unless they are from a known and Schooled source. If I have any concerns about email content sent to me, I will report them to the Head of School.

11. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Head of School.

12. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
    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 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.

13. 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/provided VPN.

14. 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.

15. 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.

16. I will not attempt to bypass any filtering and/or security systems put in place by the school.

17. 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 (named contact) as soon as possible.

18. If I have lost any school related documents or files, I will report this to the ICT Support Provider/Team/lead (named contact) and school Data Protection Officer (name) as soon as possible.

19. 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

20. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the Child Protection, Online Safety and Remote Learning AUP.

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

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:
    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 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.
    o involving the Designated Safeguarding Lead (DSL) or a deputy 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.
    o make informed decisions to ensure any online safety resources used with pupils is appropriate.

23. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the School's Child Protection/Online Safety policies.

24. 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

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's 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/Online Safety policy, staff Code of Conduct, and the law.

27. As outlined in the staff Code of Conduct:
    o   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.
    o   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.
    o   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.
    o   I will not share any personal contact information or details with pupils, 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 pupilsand/or their parents/carers.
    o   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 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 Head of School.

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's Child Protection policy.

33. I will report concerns about the welfare, safety, or behaviour of staff online to the Head of School, in line with the School's Child Protection policy and/or the Managing Allegations against Staff 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/or the Head of School or CEO.

35. I understand that the School may exercise its right to monitor the use of its information systems, including internet access and the interception of messages/emails on our systems, to monitor policy compliance and to ensure the safety of pupils and staff. 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 systems or devices 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 one of our schools into disrepute, is taking place online, the School may invoke its disciplinary procedures as outlined in the Code of Conduct.

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

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

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

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 Rusthall St Paul's ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Rusthall St Paul's, both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies**.**

2. I understand that the Rusthall St Paul's 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/School ethos, School Staff Code of Conduct and safeguarding policies, national and local education and child protection guidance, and the law.

Data and image use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.

5. I understand that I am not allowed to take images or videos of pupils. Any images or videos of pupils will only be taken in line with the school camera and image use policy.

Classroom practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils.

7. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

8. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.

9. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL) in line with the School Child Protection/Online Safety policy.

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

Use of mobile devices and smart technology

11. In line with the school mobile and smart technology policy, I understand that I am not to have a mobile or personal device with me around school. I will leave this with the office staff until I leave. If I need to use technology, I will use school equipment.

Online communication, including the use of social media

12. 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.
    o I will take appropriate steps to protect myself online as outlined in the Child Protection/Online Safety.
    o I will not discuss or share data or information relating to pupils, staff, school 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 Code of Conduct and the law.

13. 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.
    o All communication will take place via School approved communication channels such as via a school 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 DSL and/or Head of School.

Policy compliance, breaches or concerns

14. 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 and/or the Head of School.

15. 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.

16. 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.

17. 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.

18. I understand that the school/School may exercise its right to monitor the use of school information systems, including internet access and the interception of emails/messages on school systems, to monitor policy compliance and to ensure the safety of pupils, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

19. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead in line with the School Child Protection policy.

20. I will report concerns about the welfare, safety, or behaviour of staff online to the Head of School, in line with the Managing Allegations Against Staff policy.

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

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

I have read, understood and agreed to comply with Rusthall St Paul's 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 (DD.MM.YY)

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 directors, governors and external educational providers**.**

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 the Rusthall St Paul's Acceptable Use of Technology Policy (AUP), Online Safety policy and Adult Code of Conduct 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 as soon as possible.

14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead or the Head of School.

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 Rusthall St Paul's Wi-Fi Acceptable Use Policy.

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

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

Remote/Online Learning AUP - Staff Statements

Rusthall St Paul's Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of school **name** 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 **system name(s)**.
   - **System name** has been assessed and approved by **the CEO or a member of the Senior Leadership Team (SLT)**.

2. Staff will only use **school** managed **or** specific, approved professional accounts with pupils **and/or** parents/carers.
   - Use of any personal accounts to communicate with pupils and/or parents/carers is not permitted.
     - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with **the** Designated Safeguarding Lead (DSL).
   - Staff will use work provided equipment where possible **e.g. a school laptop, tablet, or other mobile device.**

3. Online contact with pupils **and/or** parents/carers will not take place outside of the operating times as defined by SLT: between the hours of 8am and 4pm.

4. All remote/online lessons will be formally timetabled; **a member of SLT, DSL and/or Head of School** 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 Head of School.**

Data Protection and Security

6. Any personal data used by staff and captured by **Teams** 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 **school** confidentiality expectations as outlined in **Code of Conduct** policy.

8. All participants will be made aware that **Office 365 and Teams** 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 school community will be given access to **Office 365/Teams**.

11. Access to **Office 365** will be managed in line with current IT security expectations as outlined in **this policy**.

Session management

12. Staff will record the length, time, date, and attendance of any sessions held.

13. Appropriate privacy and safety settings will be used to manage access and interactions.

14. When live streaming with pupils
    - contact will be made via pupils **school** provided email accounts **and/or** logins.
    - contact will be made via a parents/carers account.
    - staff will **mute/disable** pupil's videos and microphones
    - at least 2 members of staff will be present.
        - If this is not possible, SLT approval will be sought.

15. A pre-agreed **invitation/email** detailing the session expectations will be sent to those invited to attend.
    - Access links should not be made public or shared by participants.
    - Pupils **and/or** 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.

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

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

18. All participants are expected to behave in line with existing School policies and expectations. This includes**:**
    - **Appropriate language will be used by all attendees.**
    - **Staff will not take or record images for their own personal use.**
    - **Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.**

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

20. When sharing videos and/or live streaming, participants are required to
    - **wear appropriate dress.**
    - **ensure backgrounds of videos are neutral (blurred if possible).**
    - **ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.**

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

Policy Breaches and Reporting Concerns

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

23. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to **the Head of School**.

24. Inappropriate online behaviour will be responded to in line with existing policies such as Acceptable Use of Technology, Managing Allegations Against Staff, and Behaviour.

25. Sanctions for deliberate misuse may include **consequences as stated in the behaviour flowchart in the Behaviour Policy, contacting police if a criminal offence has been committed.**

26. Any safeguarding concerns will be reported to **the** Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Rusthall St Paul's Acceptable Use Policy (AUP) for remote/online learning.

Staff Member Name: …………………………………………………………………………………

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

Rusthall St Paul's ==Pupil== 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 **system name e.g. Microsoft Teams, Google Meet etc**.
   - I should read and talk about these rules with my parents/carers.
   - Remote/online learning will only take place using **system name(s)** and during usual **school** times.
     - My use of **Office 365** is monitored to help keep me safe.

2. Only members of the school community can access **office 365**.
   - I will only use my **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.**
   - I will not share my login/password with others.
   - I will not share any access links to remote learning sessions with others.

3. When taking part in ==remote/online== learning I will behave as I would in the classroom. This includes:
   - **Using appropriate language.**
   - **Not taking or recording images/content without agreement from the teacher and/or those featured.**

4. When taking part in live sessions I will:
   - mute my video and microphone.
   - wear appropriate clothing and be in a suitable location
   - ensure backgrounds of videos are neutral and personal information/content is not visible.
   - use appropriate alternative backgrounds.
   - attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
   - attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

5. If I am concerned about anything that takes place during ==remote/online== learning, I will:
   - **Report concerns to the member of staff running the session or tell a parent/carer.**

6. I understand that inappropriate online behaviour or concerns about ==my or others== safety during ==remote/online== learning will be taken seriously. The school behavior policy will be followed.

I have read and understood the Rusthall St Paul's Pupil Acceptable Use Policy (AUP) for remote learning.

Name……………………………………………… Signed……………………………………………….

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

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

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

Date…………………………………………………………………………………….