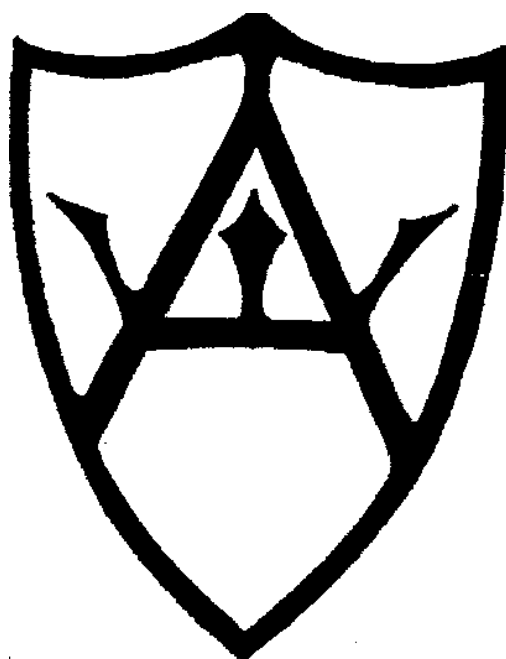# Alfriston School

Online Safety Acceptable Use Policy & Agreement

Policy reviewed: Sept 2021

Approved by Governors: Sept 2021

Next review: Sept 2022

What is an Acceptable Use Policy?
We ask all children and adults involved in the life of Alfriston Primary School to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and/or outside of school).

Why do we need an AUP?
These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by these systems.

Where can I find out more?
You can read Alfriston Primary School's full Online Safety Policy on the school website for more detail on our approach to online safety and links to other relevant policies (e.g. Child Protection & Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to the Headteacher.

Acceptable Use Policy for Digital Technologies (Staff, Governors and Volunteers)

In school –

o   I understand that the school will monitor my use of the ICT systems, email and other digital communications.
o   I understand that the rules set out in this agreement also apply to use of school ICT out of school, and to the transfer of personal data (digital or paper based) out of school.
o   I will not disclose my username or password to anyone else, nor will I use other's username and password.
o   I understand that I should not write down or store details insecurely.
o   I will ensure my computer is locked when left unattended.
o   I will immediately report any illegal, inappropriate or harmful materials or incidents to the Designated Safeguarding Lead.
o   I will ensure that images are used in accordance with the school's policy on the use of digital / video images.
o   I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and respect any differing opinion of others.
o   I understand pupils are to be supervised using ICT systems at all times.

Personal equipment –

o   I will not use any personal equipment during lesson time or at any time I am with pupils.
o   During school hours I will only use my personal devices in the staff room or office.
o   I understand I must use my school email address for any school related tasks, i.e. account logins.
o   I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

Data -

o   I will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
o   I will not upload any personal data on to school ICT systems. i.e personal photos.
o   I will not try to access or use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to inappropriate materials.
o   I will not try to alter computer settings unless I have spoken to the School Business Manager or Schools ICT.
o   I will only take the minimum of personal data offsite to serve the intended purpose. All other data is to be securely accessed remotely.

o I will immediately report any damage or faults involving equipment or software to the School Business Manager.
o I will ensure that I have permission to use the original work of others in my own work.
o Where work is protected by copyright, I will not download or distribute copies (including music and videos).

Personal use –

o I understand as a member of staff, I am aware of the problems social media can cause and will aim to set a good example to others.
o I will not engage in any on-line activity that may compromise my professional responsibilities.
o I understand I am strongly advised not to communicate with or connect with any current or past pupils or parents via any personal social media sites, applications or profiles. This includes commenting on photos or videos of colleagues' children that attend the school.
o I understand parents working in the school environment who are not directly employed by the school are regarded as parents first and foremost.
o I will discuss pre-existing relationships I have with parents (past or present) with the Designated Safeguarding Lead.
o I understand that teacher laptops/tablets will only be used by employees of the school (i.e. not family members, friends) and that I will exercise reasonable care in their use (i.e. laptops should not be left in a car overnight, in plain sight, etc.)
o I will not link myself to the school or East Sussex County Council on social media. This includes commenting/liking school social media posts.
o I will not tag my colleagues in posts linked to the school or current/past pupils, including Friends posts or school events.
o I will regularly check my social security settings and who has access to my social media pages.
o I will only electronically communicate with parents / carers, in my professional capacity, through designated channels. Any such communication will be professional in tone and manner.

➢ I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

➢ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, and a referral to Governors and / or the Local Authority and in the event of illegal activities leading to the involvement of the police.

➢ I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed……………………………………………………………

Name …………………………………………………………………

Position …………………………………………………. Date……………………….

Cover letters for pupil acceptable use policy

Template letter to Parents/carers for Early Years children

Dear Parents and Guardians,

As part of their learning and development, your child will have the opportunity to access a wide range of digital technologies, including computers, games and I-pads at school. We recognise the value of using these digital technologies but also of and the potential risks involved. We therefore have rigorous online safety policies and procedures in place which are available on our website.

During a time of Remote Home Learning your child will also need to access digital technology at home, as they do at school. We recognise the value of using these digital technologies but, also, the potential risks involved.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the policy below and discuss this with your child. We understand that your child is too young to give informed consent on his / her own; however, we feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful and safest partnership.

Hopefully, you will also find these rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies, both within and beyond the early years setting environment, such as at home or at a friend's home.

Signed by DSL/Headteacher

<u>Template letter to Parents/carers for KS1 & KS2 Children</u>

Dear Parents/Carer

<div align="center"><u>Acceptable Use Policy for Digital Technologies</u></div>

As we are all aware, digital technologies are an integral part in the lives of children, both within school and outside of school. These technologies provide powerful tools for learning and entertainment, but like so much of our lives, we have a responsibility to ensure all children are safe and educated against the dangers of online risks.

The school's Acceptable Use Policy is intended to ensure:

- Users will be aware, responsible and stay safe online for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of Online Safety and are involved in the guidance of young people with regard to their on-line behaviour.
- That children understand the rules for using computers / tablets.

We utilise electronic devices throughout the school to enhance the children's learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, please discuss these expectations with your child before getting them to sign the agreement and returning it to the school in your child's book bag.

Parents are also requested to sign the appropriate permission form below to show their support of the school in this important aspect of the school's work. The signed form should be returned by xxxxxxxx, as children will not be permitted to use a computer/tablet after this date. Should you have any questions, please feel free to speak to the school.

Signed by DSL/Headteacher

Parent Consent Form - Acceptable Use Agreement for Electronic Devices

Parent/Carer Name: ………………………………………………………………………

Child/children's full name(s): …………………………………………………………….

Class/Classes: …………………………………………………………………………….

What am I agreeing to?

1. I understand that Alfriston Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
5. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.
6. I will follow the school's images use policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.
8. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.

9. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen on the school website and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

10. I can find out more about online safety at Alfriston Primary School by reading the full Online Safety Policy on the school website and can talk to my child's class teacher if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

I/we have read, understood and agreed to this policy.

Signed (Parent/Carer): ………………………………………………………….

Name of parent/carer: ………………………………………………………….

Date: …………………………………………………………

Pupil Acceptable Use of Technology Policy Agreement (including Remote Learning)

Early Years

The Agreement

This Agreement is intended to help our younger pupils understand:

- How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

This is how we stay safe when we use computers at school and at home:

- I will ask an adult if I want to use the computers / devices and will only use it when they are with me;
- I will only use activities that an adult has told or allowed me to use;
- I will keep information about me safe;
- I will not share my password;
- I will be kind to others online when I am sending messages;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell an adult if I see something that upsets me on the screen or if I am worried;
- I know that if I break these rules, I might not be allowed to use the computers / devices;

When I am learning from home:
- I will ask an adult if I want to use a computer or device;
- If I am in a 'live lesson' with my teacher an adult will be close by me;
- I will make sure that I use my computer or device in a sensible place (not in my bedroom);
- I will only do activities online that a teacher or suitable adult has told me or allowed me to use;
- I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;
- I will tell a teacher or adult if I see something that upsets me on the screen.

Child's Name: ………………………………………………………….

Pupil Acceptable Use of Technology Policy (including Remote Learning)

Key Stage 1 and Key Stage 2

The Policy

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Policy is intended to ensure:

- that pupils at the school/ will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

For my own personal safety:

- I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.
- I will not share my password with anyone, 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 any of my personal information. This includes my address, my telephone number, and my school's name.
- I will not send a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- 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.

I understand that everyone has equal rights to use technology as a resource and:

- I know that posting anonymous messages or pretending to be someone else is not allowed.
- I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.
- I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- I know that the school internet filter is there to protect me.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.

I will act responsibly towards others, as I expect others to act towards me and:

- I will be polite and sensible when I message people online
- I will not be rude or hurt someone's feelings online.

- I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidently come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.
- If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

When working from home (remote learning):

These expectations are in place to help keep me safe when I am learning at home:

- When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not change or edit of any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- I understand that I must behave online as I would in a classroom;
- I will only use the chat feature for work-related discussions;
- I have read and talked about these rules with my parents/carers;
- I understand that if I do not follow this agreement, I may not be allowed to use the internet at school and/or at home.

- I have read and talked about these rules with my parents/carers and agree to follow them:

       Signed (child): …………………………………………….…

       Child's Name: …………………………………………...