



Staplehurst School

Acceptable Use Policy

Reviewed and approved by the Head Teacher

September 2024

Notified to L&D Committee

November 2024

Next review due

September 2027

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

For AI policy, please refer to the Child Protection and Home Learning Policies.

Early Years and Key Stage 1 (0-6) Acceptable Use Statements

- 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 that Staplehurst Primary School can see what I am doing online when I am using school computers and laptops
- I will always select my own name when I am logging into a laptop.
- I will also use the correct number for my iPad.
- I will never use iPads or laptops without an adult supervising me.
- I always tell an adult/teacher/member of staff if something online makes me feel 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 my device will be removed for a period of time, and there may be further consequences. My parents may also be told.
- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11) Acceptable Use Statements

Safety

- I will uphold the school values (Pride, Positivity, Respect, Independence, Determination and Excellence)
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission.
- I only talk with and open messages from people I know, and I only click on links if I know they are safe.
- 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.
- 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.
- 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.

Learning

- I will not bring my mobile phone into school.
- If I am wearing a smart watch, it will be set so that I will only be able to use appropriate functions e.g. no text messaging, calling or access to 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 (see below).

Trust

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

Responsibility

- 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 the computers for school work, unless I have permission otherwise.
- I keep my personal information safe and private online.
- I will always my own username and password when I am logging into a laptop.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I will also use the correct number for my iPad.
- I will never use iPads or laptops without an adult supervising me.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school, or a parent or carer at home.
- 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.
- If, for any reason, I need to bring a mobile phone into school, know that it is to be handed in and then collected at the end of the day.

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school's devices and internet access will be monitored.
- 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 rules my device will be removed for a period of time. My parents may also be told.

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away. I will also shut the laptop lid or turn the iPad over so that nobody else can see the screen. I will not turn the device off.
- 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.

Learner Acceptable Use Policy Agreement Form

Staplehurst Primary School -Acceptable Use of Technology Policy – Learner Agreement

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

I agree to follow the AUP when:

1. I use *Staplehurst Primary School's* systems and devices, both on and offsite
2. I use my own equipment out of the *school*, in a way that is related to me being a member of the *school* community, including communicating with other members of the *school*.

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

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

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Acceptable Use of Technology for Parents/Carers

Parent/Carer AUP Acknowledgement

Staplehurst Primary School - Learner Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Staplehurst Primary School's acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I know that my child will be provided with internet access and will use a range of IT systems including list as appropriate in order to access the curriculum and be prepared for modern life whilst at Staplehurst Primary School
3. 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.
4. I am aware that use of mobile and smart technology, such as mobile phones by children, is not permitted at Staplehurst Primary School. I understand that in Years five and six, when a child needs to bring a phone into school, I will need to complete the permission form and hand this to their teacher or the office. I understand that I have given permission for my child to bring a mobile phone to school they do so entirely at their own risk. I understand that the school accepts no responsibility or liability for any loss or damage whilst the device is on school premises.
5. Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).
6. The phone should be given to their teacher upon arrival at school and will be locked away in the classroom until the end of the school day. Phones should be clearly marked so that each pupil knows their own phone. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.
7. I understand that my child needs a safe and appropriate place to access remote/online learning, should the school be closed for any reason. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school's remote learning AUP.
8. 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.

9. 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.
10. 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.
11. I will support school's 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.
12. I know I can seek support from the school about online safety, such as via the school website (<https://www.staplehurstschool.co.uk/parent-guide/parent-and-school/online-safety>), to help keep my child safe online at home.
13. 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.
14. 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.
15. 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.
16. I understand that if I or my child do not abide by the Staplehurst Primary School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.
17. I know that I can speak to the Designated Safeguarding Lead (Miss Davenport), Deputy Safeguarding leads (Mr Tate, Mr Williams Jones, Mrs Golding, Mrs Hay), my child's class teacher or another member of the senior leadership team if I have any concerns about online safety.

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

Child's Name..... Child's Signature.....(if appropriate)

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

Parent/Carer's Name.....

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

Acceptable Use of Technology for Staff, Visitors and Volunteers

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Staplehurst Primary 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 learners, 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 Staplehurst Primary 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 Staplehurst Primary School 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 and online and offline communication technologies.
2. I understand that Staplehurst Primary School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff code of conduct, child protection policy and mobile and smart technology policy.
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 learners or any school related task.
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.
6. Where I deliver or support remote learning, I will comply with the school remote 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.
 - I will protect the devices in my care from unapproved access or theft by making sure any devices are not left unattended and are locked away safely.
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 Headteacher/computing leader/ ICT technician.
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 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 VPN.
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 ICT Support Provider/computing leader/Headteacher
17. If I have lost any school related documents or files, I will report this to the office or Headteacher and the school Data Protection Officer as soon as possible.
18. Any images or videos of children will only be used as stated in the school image use policy
I understand images of children must always be appropriate and should only be taken with school provided equipment and only be taken/published where children and/or parent/carers have given explicit written consent.

Classroom Practice

19. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of children, as outlined in the school online safety policy.
20. I have read and understood the school online safety policy which covers expectations for children regarding mobile technology and social media.
21. I will promote online safety with the children 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 on site.
 - creating a safe environment where children feel comfortable to 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) (Miss Davenport) or deputy DSL (Mr Tate, Mr Williams Jones, Mrs Golding, Mrs Hay) as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
 - make informed decisions to ensure any online safety resources used with children is appropriate.
22. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the child protection policy.

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

Staff should have phones off or on silent when in the vicinity of pupils and stored in a secure, safe place during lesson times. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera, this would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – this should be discrete and appropriate, e.g. not in the presence of pupils. In cases of emergency, staff should seek permission from a member of the Senior Leadership Team.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the telephone in the school office.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Online Communication, including Use of Social Media

24. 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 code of conduct and the law. In line with the school policies:
- I will take appropriate steps to protect myself and my reputation online when using communication technology, including the use of social media.
 - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
25. My electronic communications with current and past children 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 children, 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 children and/or their parents/carers.

- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the headteacher.

Policy Concerns

26. 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.
27. 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.
28. 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.
29. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the school child protection policy.
30. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with school child protection policy and/or the allegations against staff policy.

Policy Compliance and Breaches

31. 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 headteacher.
32. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of emails/messages on our system, to monitor policy compliance and to ensure the safety of children and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
33. 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 code of conduct.
34. 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.

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 Staplehurst Primary School'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:

Date (DDMMYY).....

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help Staplehurst 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 provided to me or accessed as part of my role within Staplehurst Primary School 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 and communication technologies.
2. I understand that Staplehurst Primary School'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 ethos, school staff behaviour 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 children.

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 children, as outlined in the school online safety policy.
7. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
8. 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 online safety policy and child protection policy.

9. 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

1. In line with the school's AUP, child protection policy and mobile and smart technology policy, I understand that I am not permitted to use any mobile device or smart technology in sight of the children. Should I need to use a mobile or smart device, I will need to leave the school premises to do so. Permission may be granted in exceptional circumstances by the Headteacher.

Online Communication, including the Use of Social Media

2. 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 online safety policy.
 - I will not discuss or share data or information relating to children, 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 and the law.
3. My electronic communications with children, 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.

Policy Compliance, Breaches or Concerns

1. 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.
2. 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.
3. 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.

4. 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.
5. I understand that the school may exercise its right to monitor the use of school information systems, including internet access and the interception of emails/messages on the school system, to monitor policy compliance and to ensure the safety of learners, staff and visitors/volunteers. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
6. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead in line with the school child protection policy.
7. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
8. 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.
9. 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 Staplehurst primary School'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 (DDMMYY).....

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.
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 Staplehurst Primary School's Acceptable Use of Technology Policy (AUP), online safety policy, behaviour policy and child protection policy which all children/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 and 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 (Miss Davenport) as soon as possible.
- 14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Miss Davenport) or the headteacher/manager.
- 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 Staplehurst Primary School's Wi-Fi Acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Staplehurst Primary School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of the school community when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

1. Remote learning will only take place using zoom to pre-record sessions for posting on Purple Mash.
2. Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.
 - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Lucy Davenport, Designated Safeguarding Lead (DSL).
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 7:30am and 5:00pm (See Remote Education Policy)
4. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher/a member of SLT. The regular mode of delivery is asynchronously.

Data Protection and Security

5. Any personal data used by staff and captured by Zoom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy (https://www.staplehurstschool.co.uk/images/Data_Protection_RM_Policies_2023.pdf).
6. All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in our data protection policy and code of conduct. (See Remote Education Policy)
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 Staplehurst Primary School's community will be given access to system name.

- 9. Access to Purple Mash will be managed in line with current IT security expectations as outlined in our online safety policy and acceptable use policy.

Policy Breaches and Reporting Concerns

- 10. 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.
- 11. Sanctions for deliberate misuse may include: restricting/removing use or contacting police if a criminal offence has been committed.
- 12. Any safeguarding concerns will be reported to Lucy Davenport, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood Staplehurst Primary School’s Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....

Staplehurst Primary School Learner Remote Learning AUP

1. I understand that:
 - these expectations are in place to help keep me safe when I am learning at home
 - I should read and talk about these rules with my parents/carers.
 - remote learning will only be expected to take place during school hours.

2. Only members of Staplehurst Primary School community can access Purple Mash
 - 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 learning I will behave as I would in the classroom. This includes:
 - Using appropriate language on blogs.
 - Not uploading any inappropriate content
 - Ensuing any conversation or messaging on the platform of Purple Mash is in line with behaviour expectations.

4. If I am concerned about anything that takes place during remote learning, I will either tell parent or an adult from the school.

5. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
 - restricting/removing access, informing parents/carers, contacting police if a criminal offence has been committed.

I have read and understood Staplehurst Primary School's Acceptable Use Policy (AUP) for remote learning.

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

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