



# Ashford Oaks Primary School

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## Acceptable Use of Technology Policy

**November 2022**

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# **Learner Acceptable Use of Technology**

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

I understand that the school's 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 links and buttons online when I know what they do.
- 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's computers and tablets including when I am at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - I will be spoken to
  - My parent may be spoken to
- I have read and talked about these rules with my parents/carers.

## **Key Stage 2 (7-11)**

- I understand that the school's 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 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 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 trusted 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.
- 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.
- I know that school computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- If I need to learn online at home, I will follow the school remote learning AUP
- I will only use my personal device/mobile phone in school if I have permission from a teacher

### **Safe**

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know that my use of school devices and systems will be monitored, at home and at school, to protect me and to ensure I comply with the acceptable use policy.
- I know that people online are not always who they say they are and that I must always talk to an adult before meeting any online contacts.

### **Private**

- I will keep my passwords private.
- I know I must always check my privacy settings are safe and private.
- I will think before I share personal information and seek advice from an adult.

## Responsible

- I will not access or change other people's files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I know I must respect the school systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring approaches may be used.
- I know that if I do not follow the school's AUP then:
  - *I will be spoken to*
  - *My parent/carer will be spoken to*

## Kind

- I know that bullying in any form (on and offline) is not tolerated; technology should not be used for any form of abuse or harassment.
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I will always think before I post as text, photos or videos can become public and impossible to delete.

# Learners 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 be spoken to*
  - *My parents will be spoken to*

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

### Safe

- I ask a grown up if I want to use the computer.
- I do not tell strangers my name on the internet.
- I know that if I do not follow the school rules then:
  - *I will be spoken to*
  - *My parent/carer will be spoken to*

### Meeting

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

### Accepting

- I do not open messages or emails from strangers.

### Reliable

- I make good choices on the computer.

### Tell

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

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

### Safe

- I ask an adult if I want to use the internet.

- I keep my information private on the internet.
- I am careful if I share photos online.
- I know that if I do not follow the school rules then:
  - *I will be spoken to*
  - *My parent/carer will be spoken to*

### **Meeting**

- I tell an adult if I want to talk to people on the internet.
- If I meet someone online, I talk to an adult.

### **Accepting**

- I do not open messages from strangers.
- I check web links to make sure they are safe.

### **Reliable**

- I make good choices on the internet.
- I check the information I see online.

### **Tell**

- I use kind words on the internet.
- If someone is mean online, then I will not reply. I will save the message and show an adult.
- If I see anything online that I do not like, I will tell a teacher or adult in school

## Learner Acceptable Use Policy Agreement Form (if age appropriate)

Settings should attach a copy of an age-appropriate AUP to this form. Settings may need to provide learners and parents with updated versions of the AUP as learners progress through the setting.

### Ashford Oaks 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) 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 for Parents/Carers**

## **Parent/Carer AUP Acknowledgement**

### **Ashford Oaks Learner Acceptable Use of Technology Policy Acknowledgment**

1. I, with my child, have read and discussed Ashford Oaks learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. I am aware that any use of Ashford Oaks devices and systems 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 understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised and any use is in accordance with the Ashford Oaks AUP policy.
5. 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 on the internet or if my child is using mobile technologies.
6. I and my child, are aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
7. 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.
8. 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's community's safety online.
9. 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.

10. I will support the school online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name.....	Child's Signature .....
Class.....	Date.....
Parent/Carer's Name.....	
Parent/Carer's Signature.....	Date.....

# **Acceptable Use of Technology for Staff, Visitors and Volunteers**

## **Staff Acceptable Use of Technology Policy**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Ashford Oaks 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 Ashford Oaks 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 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, remote learning and online and offline communication technologies.
2. I understand that Ashford Oaks Acceptable Use of Technology Policy (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; all staff should ensure that technology use is consistent with the Ashford Oaks ethos, Ashford Oaks staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of Ashford Oaks Devices and Systems**

4. I will only use the equipment and internet services provided to me by the Ashford Oaks for example Ashford Oaks provided laptops, tablets, mobile phones, and internet access, when working with learners.
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 learning, I will comply with the school's 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.
8. I will respect Ashford Oak's 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 ICT Network Manager.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the ICT Network Manager.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the Ashford Oaks 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 Ashford Oaks 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.

13. I will not store any personal information on the school's 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 Ashford Oaks 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 Network Manager as soon as possible.
17. If I have lost any school related documents or files, I will report this to the ICT Network Manager (Tain Wong) and school Data Protection Officer (Sarah-Jane Sullivan) as soon as possible.
18. I understand images of learners must always be appropriate and should only be taken with school provided equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

## **Classroom Practice**

19. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in e.g. child protection, online safety, remote learning AUP.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
  - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
  - creating a safe environment where learners feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead (DSL) (Jane Marshall) or a deputy (Mark Biggleston, Phil Chantler, Vanessa Barnes) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - make informed decisions to ensure any online safety resources used with learners is appropriate.

21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.
22. 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**

23. 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 code of conduct and the law.

### **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.
- 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, Ashford Oaks business or parents/carers on social media.
25. My electronic communications with current and past learners 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 learners, 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 learners (unless over 18 years of age) and/or their parents/carers.

- If I am approached online by a current or past learner or parents/carers (unless over 18 years of age), I will not respond and will report the communication to my line manager and (Jane Marshall) Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL.

## **Policy Concerns**

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

## **Policy Compliance and Breaches**

31. 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 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, to monitor policy compliance and to ensure the safety of learners 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 as outlined in the code of conduct.

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

Name of staff member: .....

Signed: .....

Date (DDMMYY).....



## **Visitor and Volunteer Acceptable Use of Technology Policy**

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

This AUP will help Ashford Oaks 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 Ashford Oaks, 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 Ashford Oaks 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 learners.

### **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 learners and the SMART rules.
7. Where I deliver or support remote learning, I will comply with the school remote 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 children 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) (Jane Marshall) in line with the school child protection 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 child protection policy, I understand that if I am working within the Early Years I will hand my mobile phone in at the school office, if I am working elsewhere in the school I will leave my mobile phone turned off, kept with my personal belongings and not where I am working with/supporting the children.

## **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.
  - I will take appropriate steps to protect myself online.
  - I will not discuss or share data or information relating to learners, 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.
13. My electronic communications with learners, 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 this will be discussed with the DSL (Jane Marshall).

## 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 (Jane Marshall) and/or the headteacher.
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 will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Jane Marshall) in line with the school child protection policy.
19. I will report concerns about the welfare, safety, or behaviour of staff to the DSL (Jane Marshall) and/or the headteacher in line with the allegations against staff policy.
20. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
21. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Ashford Oaks 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 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 educational or health purposes 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 Ashford Oaks Acceptable Use of Technology Policy (AUP), online safety policy, child protection policy and code of conduct which all learners/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. Ashford Oaks 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 (Jane Marshall) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Jane Marshall) or the headteacher.
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 Ashford Oaks  
Wi-Fi acceptable Use Policy.**

Name .....

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

# Acceptable Use Policy (AUP) for Remote Learning

Additional information and guides on specific platforms can be found at:

- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

Further information and guidance for SLT and DSLs regarding remote learning:

- Local guidance:
  - Kelsi:
    - [Guidance for Full Opening in September](#)
    - [Online Safety Guidance for the Full Opening of Schools](#)
  - The Education People: [Covid-19 Specific Safeguarding Guidance and Resources](#)
    - [‘Safer remote learning during Covid-19: Information for School Leaders and DSLs’](#)
    -
- National guidance:
  - DfE:
    - [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
  - SWGfL:
    - [Safer Remote Learning](#)
  - LGfL: [Coronavirus Safeguarding Guidance](#)
  - NSPCC:
    - [Undertaking remote teaching safely](#)
  - Safer Recruitment Consortium:
    - [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#)  
April 2020

## **Remote Learning AUP Template - Staff Statements**

### **Ashford Oaks Staff Remote Learning AUP**

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of 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 Tapestry, Google, Zoom and MS Teams.
  - Tapestry, Google, Zoom and MS Teams has been assessed and approved by the Senior Leadership Team (SLT).
2. Staff will only use the school managed, 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 Jane Marshall, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet, or other mobile device. If this is not provided.
3. Online contact with learners and/or parents/carers will not take place outside of the operating times as defined by SLT:
  - Monday to Friday 08.00 and 17.00
4. All remote lessons will be formally timetabled; a member of SLT and DSL department is able to drop in at any time.
5. Live-streamed remote learning sessions will only be held with approval and agreement.

#### **Data Protection and Security**

6. Any personal data used by staff and captured by the online learning platforms when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote learning and any other online communication will take place in line with current school confidentiality expectations and will not be shared unless necessary and with the appropriate person.
8. All participants will be made aware if online learning is recorded.
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 Ashford Oaks community will be given access to the online learning platform login details and passwords.
11. Access to the online learning system will be managed in line with current IT security expectations e.g the use of strong passwords, not sharing passwords, logging off when not in use, locking screen when not with the device..

## **Session Management**

12. Staff will record the length, time, date, and attendance of any sessions held. This will be recorded on sheets disseminated by the DSL in the event of a lockdown.
13. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
  - Not allowing children to share screen, staff being aware of how to mute children, keeping meeting ID's private, disabling chat where appropriate.
14. When live streaming with learners:
  - contact will be made via learners' school provided email accounts or logins.
  - staff will mute/disable learners' videos and microphones as appropriate in line with the session being taught and the age of the children.
  - at least 2 members of staff will be present.
    - If this is not possible, SLT approval will be sought.
15. Live 1:1 sessions will only take place with approval from the SLT.
16. 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.
  - Learners and/or parents/carers should not forward or share access links.
  - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
  - Learners 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
17. Alternative approaches and/or access will be provided to those who do not have access, such as a device loaned from school.

## **Behaviour Expectations**

18. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
19. All participants are expected to behave in line with existing school policies and expectations. This include but not limited to:
  - Appropriate language will be used by all attendees.
  - Staff will not take or record images for their own personal use.
  - Recordings of learning should not be sent without the knowledge of SLT.
20. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
21. 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.
  - ensure the family are not visible in the background



22. 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**

23. Participants are encouraged to report concerns during remote and/or live-streamed sessions.
24. 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 a DSL, Jane Marshall, Mark Biggleston, Phil Chantler or Vanessa Barnes.
25. 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.
26. Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
27. Any safeguarding concerns will be reported to Jane Marshall, Mark Biggleston, Phil Chantler or Vanessa Barnes, Designated Safeguarding Leads, in line with our child protection policy.

**I have read and understood the Ashford Oaks Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name: .....

Date.....

## Remote Learning AUP - Learner Statements

### Ashford Oaks Learner Remote Learning AUP

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, Zoom, Tapestry, Google Meet.
  - I should read and talk about these rules with my parents/carers.
  - remote learning will only take place using the online platforms and during usual school times.
    - my use of the online learning platform is monitored to help keep me safe
2. Only members of the school community can access the online learning
- 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 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 unless asked by the teacher to unmute.
  - wear appropriate clothing and be in a suitable location.
  - ensure backgrounds of videos are neutral and personal information/content is not visible.
  - 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 learning, I will:
- tell my parent/carer
  - tell a member of staff
6. 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 the Ashford Oaks Acceptable Use Policy (AUP) for remote learning.**

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....