



Inspire Partnership Academy Trust

Acceptable Use Policies

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1 KS 2 AUP

- **I learn online** – I use the school’s internet, devices and logins for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I’m using them at home.
- **I learn even when I can’t go to school because of coronavirus** – I don’t behave differently when I’m learning at home, so I don’t say or do things I wouldn’t do in the classroom and nor do teachers. If I get asked or told to do anything that I would find strange in school, I will tell another teacher or adult.
- **I ask permission** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
- **I am a friend online** – I won’t share or say anything that I know would upset another person or they wouldn’t want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
- **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out. Friends don’t share passwords!
- **I am careful what I click on** – I don’t click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
- **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
- **I know it’s not my fault if I see or someone sends me something bad** – I won’t get in trouble, but I mustn’t share it. Instead, I will tell a trusted adult. If I make a mistake, I don’t try to hide it but ask for help.
- **I communicate and collaborate online** – with people I already know and have met in real life or that a trusted adult knows about.
- **I know new online friends might not be who they say they are** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are.
- **I check with a parent/carer before I meet an online friend** the first time; I would never go alone.
- **I don’t do live videos (livestreams) on my own** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
- **I keep my body to myself online** – I never get changed or show what’s under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send **any** photos or videos without checking with a trusted adult.
- **I say no online if I need to** – I don’t have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
- **I tell my parents/carers what I do online** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
- **I follow age rules** – 13+ games and apps aren’t good for me so I don’t use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
- **I am private online** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
- **I am careful what I share and protect my online reputation** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

- **I am a rule-follower online** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
- **I am not a bully** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
- **I am part of a community** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
- **I respect people's work** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
- **I am a researcher online** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

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I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult: at school that includes

\_\_\_\_\_

Outside school, my trusted adults are \_\_\_\_\_

I know I can also get in touch with [Childline](#)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### For parents/carers

If parents/carers want to find out more, they can read Elaine Primary School's full Online Safety Policy <https://www.elaine.medway.sch.uk/page/?title=Policies&pid=52> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.

You can find support, online safety advice and lots of tips for safe settings and controls for parents at [parentsafe.lgfl.net](https://parentsafe.lgfl.net)

## 2 KS1 AUP

My name is \_\_\_\_\_

To stay **SAFE** online and on my devices:

- I only **USE** devices or apps, sites or games if a trusted adult says so
- I **ASK** for help if I'm stuck or not sure
- I **TELL** a trusted adult if I'm upset, worried, scared or confused
- If I get a **FUNNY FEELING** in my tummy, I talk to an adult
- I look out for my **FRIENDS** and tell someone if they need help
- I **KNOW** people online aren't always who they say they are
- Anything I do online can be shared and might stay online **FOREVER**
- I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
- I don't change **CLOTHES** or get undressed in front of a camera
- I always check before **SHARING** personal information
- I am **KIND** and polite to everyone

My trusted adults are:

\_\_\_\_\_ at school

\_\_\_\_\_ at home

\_\_\_\_\_

### For parents/carers

If parents/carers want to find out more, they can read Elaine Primary School's full Online Safety Policy <https://www.elaine.medway.sch.uk/page/?title=Policies&pid=52> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

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### 3 Staff, governors and volunteers AUP

#### What is an AUP?

We ask all children, young people and adults involved in the life Elaine Primary School to sign an Acceptable Use\* Policy (AUP), which 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 outside of school).

This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

#### Why do we need an AUP?

All staff (including support staff), governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full [Online Safety Policy](#).

#### Where can I find out more?

All staff, governors and volunteers should read Elaine Primary School's full [Online Safety Policy](#) for more detail on our approach to online safety and links to other relevant policies.

If you have any questions about this AUP or our approach to online safety, please speak to the school DSLs.

#### What am I agreeing to?

1. I have read and understood Elaine Primary School's full [Online Safety policy](#) and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult) – Mr Brewer, Miss Marsh, Mr Atwal, Miss Dunlop, Miss Cook.
3. **During remote learning:**
  - **I will not behave any differently** towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
  - **I will not attempt to use a personal system or personal login for remote teaching** or set up any system on behalf of the school without SLT approval.
  - **I will not take secret recordings or screenshots** of myself or pupils during live lessons.
  - **I will conduct any video lessons in a professional environment** as if I am in school. This means I will be correctly dressed and not in a bedroom / impossible to tell that it

- is a bedroom if this is unavoidable (e.g. even if the camera slips). The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
- **I will report on CPOMs** if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students
4. I understand that in past and potential future remote learning and lockdowns, there is a greater risk for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.
  5. I understand the responsibilities listed for my role in the school's Online Safety policy. This includes promoting online safety as part of a whole school approach in line with the **RSHE curriculum**, as well as safeguarding considerations when supporting pupils remotely.
  6. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.
  7. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:
    - not sharing other's images or details without permission
    - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
  8. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's [Online Safety Policy](#). I will report any breach of this by others or attempts by pupils to do the same to the headteacher.
  9. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full [Online Safety policy](#) from page 28. If I am not sure if I am allowed to do something in or related to school, I will not do it and seek guidance from the DSL.
  10. I understand the importance of upholding my online reputation, my professional reputation and that of the school), and I will do nothing to impair either. More guidance on this point can be found in this [Online Reputation](#) guidance for schools and in Elaine Primary School Staff Handbook.
  11. I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the headteacher if I suspect a breach. I will only use complex passwords (three random words) and not use the same password as for other systems.
  12. I will not store school-related data on personal devices, storage or cloud platforms. I will store school data on the schools G-suite in the appropriate folder / access rights. I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

13. I will not store school data on the hard drive of school devices. I will use the school's secure Google Suite for storage of all documents and data.
14. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
15. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature.
16. I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
17. I will follow the guidance in the safeguarding and online-safety policies for reporting incidents: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
18. I understand that breach of this AUP and/or of the school's full [Online Safety Policy](#) here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

**To be completed by the user**

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Date: \_\_\_\_\_

**To be completed by Emma Baldwin, Deputy Head.**

I approve this user to be allocated credentials for school systems as relevant to their role.

Systems: \_\_\_\_\_

Additional permissions (e.g. admin) \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Date: \_\_\_\_\_