



# Lenham Primary School

*Take Pride; Be Proud*

Ham Lane  
Lenham  
Kent  
ME17 2LL

Phone: 01622 858260

[www.lenham.kent.sch.uk](http://www.lenham.kent.sch.uk)

Headteacher: Mrs Andrea McCluskey

## Acceptable Use of Technology Policy

March 2024

<b>Document history:</b>	
Written by	
Reviewed by	A McCluskey
<b>Agreed by the governing body on:</b>	March 2024
<b>Review date:</b>	<b>March 2025</b>
<b>Signed:</b>	
	
Chair of Governors	

# Contents

Using the AUP Templates: Guidance Notes .....	<b>Error! Bookmark not defined.</b>
Child/Pupil/Student Acceptable Use of Technology Sample Statements.....	3
Early Years and Key Stage 1 (0-6) .....	3
Key Stage 2 (7-11) .....	3
Key Stage 3/4/5 (11-18) .....	<b>Error! Bookmark not defined.</b>
Children/Pupils/Students with Special Educational Needs and Disabilities (SEND) .....	5
Acceptable Use of Technology Sample Statements and Forms for Parents/Carers .....	7
Parent/Carer AUP Acknowledgement Form.....	7
Sample Parent/Carer Acceptable Use of Technology Policy (AUP) .....	<b>Error! Bookmark not defined.</b>
Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements .....	9
Staff Acceptable Use of Technology Policy (AUP).....	9
Visitor and Volunteer Acceptable Use of Technology Policy .....	14
Wi-Fi Acceptable Use Policy .....	17
Template Acceptable Use Policy (AUP) for Remote/Online Learning .....	19
Remote/Online Learning AUP Template - Staff Statements.....	<b>Error! Bookmark not defined.</b>
Remote/Online Learning AUP Template – Pupil/Student Statements .....	20
Acknowledgements and Thanks .....	22

# Child Acceptable Use of Technology

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

- I understand that Lenham Primary 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 online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers/tablets and anything I complete that is set up by the school (TT, Numbots), including if I use them 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 school rules:
  - I will not be allowed to use technology in school.
- I have read and talked about these rules with my parents/carers.

## Shortened KS1 version (for use on posters or with very young children)

- I only go online with a grown-up.
- I am kind online.
- I keep information about me safe online.
- I tell a grown-up if something online makes me unhappy or worried.

## Key Stage 2 (7-11)

I understand that Lenham Primary School's Acceptable Use Policy will help keep me safe and happy online at home and at school.

### Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

## Learning

- I will look after school property and make sure no damage happens to devices.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work.
- If I need to learn online at home, I will follow the school remote/online learning AUP.

## Trust

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

## Responsible

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

## Tell

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will lock the screen and speak to an adult.
- If I am aware of anyone being unsafe with technology, I will report it to an adult at school.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind 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.

## Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and networks if they are concerned about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into school then I will turn the device off and hand into the office. This is only for Year 6.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online or to see help.
- I know that if I do not follow the **school** rules then:

- I will be removed from using technology and my parents will be informed.

## **Shortened KS2 version (for use on posters)**

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

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

### **Learners with SEND functioning at Levels P4 –P7**

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.

### **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.

#### **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 removed from devices in school and my parents will be informed.

### **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.

# Acceptable Use of Technology Sample Statements and Forms for Parents/Carers

## Parent/Carer AUP Acknowledgement Form

### Lenham Primary School- Child Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Lenham Primary School's child acceptable use of technology policy (AUP) with my child and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child's use of school devices and systems on site and at home including (website set up by school TT, Numbots, EDshed), and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child, could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. I understand that any use of school devices and systems are appropriately filtered; this means/includes the school can see what websites are being accessed and viewed.
4. I am aware that my child's use of school provided devices and systems will be monitored for safety and security reasons, when used on and offsite.
5. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems as above, to ensure my child is safe when they use school devices and systems, on and offsite. I however understand that the school cannot ultimately be held responsible for filtering breaches that occur due to the dynamic nature of materials accessed online, or if my child is using a personal device, including mobile or smart technologies.
6. I am aware that the school mobile and smart technology policy states that my child cannot use personal devices, including mobile and smart technology on site.
7. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school/setting remote learning AUP.
8. I and my child are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the school community, or content that could adversely affect the reputation of the school.

- 9. 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.
- 10. I will inform the school (for example speaking to a member of staff and/or the Designated Safeguarding Lead) or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.
- 11. 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.
- 12. I understand my role and responsibility in supporting the [school](#) online safety approaches and safeguarding my child online. I will use parental controls, supervise access and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

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

# Acceptable Use of Technology for Staff, Visitors and Volunteers

## Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Lenham Primary School 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 children, 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 Lenham Primary Schools 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 Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Lenham Primary School, professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Lenham Primary Schools Acceptable Use of Technology Policy (AUP) should be read and followed in line with the schools child protection/online safety policy staff code of conduct and remote learning AUP.
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 and internet access, when working with children.
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. Staff

may wear smart technology watches, however they must not be used for any personal communications (sms/emails) during learning time.

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.

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 IT system manager.

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 UK 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 approved/provided 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 (Simon Rogers) as soon as possible.
17. If I have lost any school related documents or files, I will report this to the ICT Support Provider and school Data Protection Officer (Andrea McCluskey) as soon as possible.
18. Any images or videos of children will only be used as stated in the school camera and 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 understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Lenham Primary School as detailed in child protection or online safety, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and IT provider in line with the school child protection/online safety policy.
21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in child protection, online safety, remote learning AUP.
22. 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.
  - creating a safe environment where children 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) (Mrs Martin) or a deputy (Andrea McCluskey) 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.
  - Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
  - make informed decisions to ensure any online safety resources used with children is appropriate.

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**

24. I have read and understood the school mobile and smart technology and social media policies which addresses use by children and staff.
25. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

### **Online communication, including use of social media**

26. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection/online safety policy, staff code of conduct, social media policy and the law.
27. As outlined in the staff code of conduct and school social media policy:
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
  - I will not discuss or share data or information relating to children, staff, school business or parents/carers on social media.
28. 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 children or parents/carers, I will not respond and will report the communication to my line manager and (Mrs Martin) Designated Safeguarding Lead (DSL).
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or headteacher.

## Policy concerns

29. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
30. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
31. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
32. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the school child protection policy.
33. 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

34. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL and/or the headteacher.
35. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
36. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.
37. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff behaviour code of conduct.
38. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Lenham Primary School 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 Lenham Primary 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, either provided to me by the school or accessed by me as part of my role within Lenham Primary School, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Lenham Primary AUP should be read and followed in line with the school staff behaviour policy/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.
4. 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.
5. 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.
6. 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.

## Data and image use

7. I understand that I am not allowed to take images or videos of children.

## Classroom practice

8. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children.
9. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.

10. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL and IT provider in line with the school child protection/online safety policy.
11. 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**

12. In line with the school mobile and smart technology policy, I understand that mobile phone devices should not be on display or used around children.

## **Online communication, including the use of social media**

13. 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 child protection/online safety/social media 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/behaviour policy and the law.
14. My electronic communications with 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 headteacher.

## **Policy compliance, breaches or concerns**

15. 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 (Anji Martin) or the headteacher.

16. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided

devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

17. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead (Anji Martin) in line with the school child protection policy.

18. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.

19. 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.

20. 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 Lenham Primary School 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 purposes.
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 Lenham Primary Schools Acceptable Use of Technology Policy (AUP), online safety policy and behaviour 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, 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 (Anji Martin) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Anji Martin) 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 Lenham Primary School Wi-Fi Acceptable Use Policy.**

Name .....

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

# Template Acceptable Use Policy (AUP) for Remote/Online Learning

## Lenham Primary Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of school community when taking part in remote/online learning, for example following any full or partial school closures.

### Leadership oversight and approval

1. Remote/online learning will only take place using Google Classroom.
  - Google Classroom has been assessed and approved by the headteacher.
2. Staff will only use school, approved professional accounts with children and parents/carers.
  - Use of any personal accounts to communicate with children and/or parents/carers is not permitted.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Anji Martin, Designated Safeguarding Lead (DSL).
  - Staff will use work provided equipment where possible.
3. Online contact with children and parents/carers will not take place outside of the operating times as defined by SLT:
  - 8:30- 4:30
4. All remote/online lessons will be formally timetabled; a member of SLT, is able to drop in at any time.
5. Live-streamed remote/online learning sessions will only be held with approval and agreement from the headteacher.

### Data Protection and Security

6. Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All remote/online learning and any other online communication will take place in line with current school confidentiality expectations.

8. Only members of the Lenham Primary School community will be given access to Google Classroom.
9. Access to Google Classroom will be managed in line with current IT security expectations.

### **Behaviour expectations**

10. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
11. All participants are expected to behave in line with existing school policies and expectations.
12. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
13. 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**

14. Participants are encouraged to report concerns during remote sessions.
15. 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 Andrea McCluskey, Headteacher.
16. 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.
17. Sanctions for deliberate misuse may include restricting/removing use, contacting police if a criminal offence has been committed.
18. Any safeguarding concerns will be reported to Anji Martin, Designated Safeguarding Lead, in line with our child protection policy.

**I have read and understood the Lenham Primary School Acceptable Use Policy (AUP) for remote/online learning.**

Staff Member Name: .....

Date.....

# Remote/Online Learning AUP Template – Pupil/Student Statements

## Lenham Primary School Pupil Remote/Online Learning AUP

1. I understand that:
  - these expectations are in place to help keep me safe when I am learning at home using Google Classroom.
  - I should read and talk about these rules with my parents/carers.
  - remote/online learning will only take place using Google Classroom and during usual school times.
  - my use of Google Classroom is monitored to help keep me safe.
  
2. Only members of the Lenham Primary School community can access Google Classroom.
  - I will only use my school provided email accounts or login to access remote learning.
  - I will use privacy settings as agreed with my teacher.
  - I will not share my login/password with others.
  - I will not share any access links to remote learning sessions with others.
  
3. When taking part in remote/online learning I will behave as I would in the classroom.
  
4. If I am concerned about anything that takes place during remote/online learning, I will tell my parents, who will contact the school.
  
5. I understand that inappropriate online behaviour or concerns about my or others safety during remote/online learning will be taken seriously.

**I have read and understood the Lenham Primary School Pupil Acceptable Use Policy (AUP) for remote learning.**

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

# Acknowledgements and Thanks

These statements have been produced by The Education People Education Safeguarding Service.

Additional thanks to members of the Kent Education Online Safety Strategy Group, the UK Safer Internet Centre, South West Grid for Learning (SWGfL), London Grid for Learning (LGfL), South East Grid for Learning (SEGfL), Childnet, CEOP, The Judd School, Kingsnorth Primary School, Loose Primary School, Peter Banbury, Kent Police, Kent Schools Personnel Service (SPS), Kent Legal Services and Kent Libraries and Archives, for providing comments, feedback and support on previous versions.