**Polegate School – Acceptable use policy**

*Acceptable Use Policy for Digital Technologies (Staff and Volunteers) 2021*

This Remote Learning Acceptable Use Agreement is intended to ensure:

* that staff and volunteers at school will be responsible users and stay safe while using the internet and other communications technologies whilst remotely teaching pupils who are not in school.
* that school users are protected from accidental or deliberate misuse that could put users at risk.
* that staff are protected from potential risk in their use of technology in their everyday work.

School will try to ensure that staff and volunteers have good access to digital technology and training to enhance their work, to enhance learning opportunities for pupils’ learning and will, in return, expect staff and volunteers to agree to be responsible users.

This agreement works alongside Remote Learning Policy/Online Policy.

I understand that I must use schoolsystems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

* I will be aware of and understand my responsibilities when delivering remote lessons.
* I understand that communication with children both in the “real” world and through web interactions should take place within explicit professional boundaries.
* I will be aware of the following policies and procedures:

Safeguarding and Child Protection Policy

Online Policy and Staff Acceptable Use Policy

Behaviour policy

Staff Code of Conduct

Policy for the Prevention of Bullying

* I will not use any personal accounts to communicate with pupils and/or parents/carers
* I will not seek to communicate/make contact or respond to contact with pupils outside of the purposes of my work or outside of school hours;
* I am aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school safeguarding procedures.
* I will report any suspected misuse or problem to the Online Safety Coordinator (DSL) or Network Manager for investigation / action / sanction.
* As a class Teacher, I will ensure all my pupils have understood and returned the Pupil Remote Learning Home Agreement;
* As a class Teacher, I will provide remote pastoral care for my class;
* I will continue to look out for signs that a child may be at risk whilst teaching remotely;
* I understand that it is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images;
* I will be mindful of the added pressure that remote learning can add to any household and, particularly, in a household with more vulnerable children;
* As a class Teacher, I will ensure I have regular contact with my class;
* I will contact pupils only via school provided email accounts or logins;
* When recording videos and for live lessons I understand that I must wear appropriate clothing;
* I understand that for live lessons at least two members of staff should be present; where this is not possible, the leadership team’s approval will be sought;
* I will not record lessons or meetings using personal equipment;
* I understand that any computers used for such recordings or live lessons should be in appropriate areas, for example, not in bedrooms; where possible, they should be against a neutral background;
* I understand that all my language must be professional and appropriate.
* I understand that family members should not be in the background of a lesson.
* I will not give out my personal details;
* I will not take images of pupils for my own personal use;
* I will not display or distribute images of pupils unless I have parental consent to do so (and, where appropriate, consent from the child);
* At the beginning of each session I will remind pupils of behaviour expectations and reporting mechanisms at the start of the session, including the use of microphones and chat features;
* I will remind pupils to report concerns during remote and/or live streamed sessions;
* Inappropriate online behaviour will be responded to in line with the school behavior policy
* I will report any safeguarding concerns to school Designated Safeguarding Lead, in line with our Child Protection Policy.

Signed…………………………………………………….

Position …………………………………………………….

Date…………………………………………………….

***Cover letters*** 

Dear Parents/Carers,

Acceptable Use Policy for Digital Technologies

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

The schools’ Acceptable Use Policy is intended to ensure:

* Users will be aware, responsible and stay safe online for educational both in school and remote learning from home, personal and recreational use.
* That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* That parents and carers are aware of the importance of Online Safety and are involved in the guidance of young people with regard to their online behaviour.

The school uses electronic devices throughout the curriculum and at home to enhance learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that you can be aware of the school expectations.

Parents are requested to sign the appropriate permission form below to show their support of the school in this important aspect of the school’s work. Should you have any questions, please feel free to ask our staff or visit one of the websites below.

Yours faithfully

***Sarah Baker***

*Computing Lead*

Parent Zone – www.parentzone.org.uk

CEOP – www.thinkuknow.co.uk

Net aware - www.net-aware.org.uk

Internet matters - www.internetmatters.org

***EYFS and KS1*** *Acceptable Use Policy for Digital Technologies* 

**The Agreement**

This Agreement is intended to help our younger pupils understand:

• How to stay safe while using the internet and other digital technologies for educational, personal and recreational use.

• That they must use school systems in a responsible way, to ensure that there is no risk to their own safety or to the safety and security of the systems and other users.

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

• I will ask an adult if I want to use the computers / devices and will only use it when they are with me;

• I will only use activities that an adult has told or allowed me to use;

• I will keep information about me safe;

• I will not share my password;

• I will be kind to others online when I am sending messages;

• I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;

• I will tell an adult if I see something that upsets me on the screen or if I am worried;

• I know that if I break these rules, I might not be allowed to use the computers / devices;

When I am learning from home:

• I will ask an adult if I want to use a computer or device;

• If I am in a ‘live lesson’ with my teacher an adult will be close by me;

• I will make sure that I use my computer or device in a sensible place (not in my bedroom);

• I will only do activities online that a teacher or suitable adult has told me or allowed me to use;

• I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake;

• I will tell a teacher or adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (child): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***KS2*** *Acceptable Use Policy for Digital Technologies*

**The Agreement**

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

This Acceptable Use Agreement is intended to ensure:

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

**For my own personal safety:**

• I know that I will be able to use the internet in school for many different activities and, to keep myself and others safe, I must use it responsibly.

• I will not share my password with anyone, and I will log off when I have finished using the computer or device.

• I will protect myself by not telling anyone I meet online any of my personal information. This includes my address, my telephone number, and my school’s name.

• I will not send a picture of myself without permission from a teacher or other adult.

• I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.

• I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

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

• I know that posting anonymous messages or pretending to be someone else is not allowed.

• I know that information on the internet may not be reliable and it sometimes needs checking so I will not download any material from the internet unless I have permission.

• I know that memory sticks/CDs from outside of the school may carry viruses so I will always give them to my teacher so they can be checked before opening them.

• I know that I am not allowed on personal email, social networking sites or instant messaging in school.

• I know that the school internet filter is there to protect me.

• I know that all school devices/computers and systems are monitored, including when I am using them at home.

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

• I will be polite and sensible when I message people online

• I will not be rude or hurt someone’s feelings online.

• I will not look for bad language, inappropriate images or violent or unsuitable games and, if I accidently come across any of these, I will report it to a teacher or adult in school or a parent/carer at home.

• If I get unkind, rude, or bullying emails or messages, I will report them to a teacher/adult. I will not delete them; I will show them to the adult.

**When working from home (remote learning):**

These expectations are in place to help keep me safe when I am learning at home using system name e.g. Microsoft Teams, Google Meet etc.

• When taking part in a live lesson I understand that I must take part from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;

• I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;

• I understand that I should only communicate with my teacher through pre-arranged live lessons or using school email;

• I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;

• I will not share or distribute any of the teacher presentations and online teaching resources;

• I will not change or edit of any of the teaching resources made available except for my own personal use;

• I will not take, use, share, publish or distribute images of others without their permission;

• I will not share any access links to these remote learning sessions with others;

• I understand that I must behave online as I would in a classroom;

• I will only use the chat feature for work-related discussions;

• I have read and talked about these rules with my parents/carers;

• I understand that if I do not follow this agreement, I may not be allowed to use the internet at school.

• I have read and talked about these rules with my parents/carers.

If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action according to the school’s Learning and Behaviour Policy.

I understand that if I do not follow these rules, I will not be allowed to use ICT in school and at home.

I have read and understood these rules and agree to follow them:

Name of pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Consent Form*** *- Acceptable Use Agreement for Electronic Devices*

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carers Name | |  | |
| Child/children’s full name(s): | | |  |
| Class/Classes: |  | | |

As parent/carer of the above pupil(s), I give permission for my son/daughter to have access to the internet and the use of electronic devices at school.

* I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement for school and understand that will help keep my child safe online;
* I understand that the agreement applies to my child’s use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
* I am aware that the use of school devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation;
* I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child’s access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed;
* I give permission for my child to access Microsoft Teams
* I give permission for my child to participate in live lessons with their class teacher
* I give permission for my child to submit work and upload work related videos to their teacher;
* 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 am 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;
* I understand that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement or have any concerns about my child’s safety;
* I will inform the school or other relevant organisations if I have concerns over my child’s or other members of the school community’s safety online;
* 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.
* I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. 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;
* I understand that I must have returned this Consent for Remote Learning Form before my child can take part in any Remote Learning.

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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