

Pupil Acceptable Use of Technology Policy Agreements

Early Years and Key Stage 1 (0-6)

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 done something wrong;
- 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 done something wrong;
- I will tell a teacher or adult if I see something that upsets me on the screen;

Child's Name.....

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

Parent's Name.....

Parent's Signature..... Date.....

Key Stage 2 (7-11)

The Agreement

This Acceptable Use Policy Agreement is intended to ensure:

- That pupils within the Woodlands Federation will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

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

For my own personal safety:

- I know that I will be able to use the internet 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, my 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 whilst at school.
- I know that all devices/computers and systems at school are monitored, including when I am using them at home.

I will act as I expect others to act toward 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 accidentally come across any of these I will report it to a teacher or adult, 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 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 their 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.

Child's Name..... Child's Signature

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

Parent's Name.....

Parent's Signature..... Date.....

Staff Remote Learning AUP

This Remote Learning Acceptable Use Agreement Policy is intended to ensure:

- that staff and volunteers in Woodlands Federation 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 all 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.

Woodlands Federation 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 Policy works alongside the school/setting Staff (and Volunteer) Acceptable Use Agreement and Remote Learning Policy/Online Policy.

I understand that I must use all systems 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 will use work provided equipment where possible.
- I am aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per Federation Safeguarding procedures.

- I will report any suspected misuse or problem to the Online Safety Coordinator (DSL) or Network Manager for investigation / action / sanction
- If I am a Class teacher, I will ensure all my pupils have understood and returned the Pupil Remote Learning Home Agreement;
- If I am 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, in particular, in a household with more vulnerable children,
- If I am a teaching assistant or individual needs assistant, I will provide assistance to teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
- If I am a Class teacher, I will ensure I have regular contact with my class;
- I will make contact with 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 2 members of staff should be present and where this is not possible the leadership team approval will be sought.
- I understand that live lessons should be recorded and backed up on Google or the school server, so that if any issues were to arise, the video can be reviewed and I understand that these recordings will be kept in accordance with data protection.
- I understand that any 1-1 live lessons need to be pre-arranged, with written parental consent given and that two adults need to be present. Where 1-1 sessions may be necessary these sessions must be recorded and saved to the school server where this can be reviewed at any time.
- 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; and where possible be against a neutral background.
- I understand that live lessons should be recorded and backed up on Google /school server, so that if any issues were to arise, the video can be reviewed and I understand that these recordings will be kept in accordance with data protection.
- I understand that all my language must be professional and appropriate, including if any of my family members are in the background;
- 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 they 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:
- If inappropriate language or behaviour takes place, pupils involved will be removed by staff, and concerns will be reported to the Head teacher
- 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.
- I will report any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Remote Learning Acceptable Use Policy (AUP) for staff.

Name:

Date.....

Online Policy Annex – Woodlands Federation Remote Learning/Meeting Policy.

This policy works alongside the Federations Online Policy, which also incorporates the acceptable use of technologies, staff, pupil and parent relationships/conduct and communication.

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. In the Federation we believe in teaching our pupils about Digital Resilience and the education of pupils in online safety is therefore an essential part of our school’s online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Please refer to our [Online Policy for further information on Roles and Responsibilities, Education, Data Protection and Technical Infrastructures](#)

Policy Aims:

- To provide and deliver an enriching curriculum remotely
- To do so safely and with consideration of online dangers
- To continue to promote good relationships and conduct between all members of the school community.

General Expectations for All Staff and Governors

- All staff must be aware of and understand their responsibilities when delivering remote lessons
- All staff must 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 (amend all as necessary)

- The Head teacher will ensure that staff know the expectations for virtual learning and provide training for staff with video tutorials to ensure that good quality provision is provided.
- The Subject Champion will assist staff with any technological problems and further training.
- The DSL will identify any safeguarding concerns raised through CPOMS regarding staff or pupils and act accordingly as per normal procedures.
- The DSL will provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care, relevant staff will be in regular contact with those pupils.
- Staff are aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per the Federation Safeguarding procedures.
- Staff will report any safeguarding concern to the DSL.
- Staff will report any suspected misuse or problem to the Online Safety Coordinator (DSL) for investigation / action / sanction
- Staff will ensure all their pupils and parents have understood and returned the Pupil/Parent Acceptable Use Policy Agreements.
- Staff will provide remote pastoral care, passing on any academic or pastoral matters as necessary to the Headteacher.
- Staff will make provisions for those families who have limited facilities or resources to access the remote learning.
- 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.
- All staff will be mindful of the added pressure that remote learning can add to any household and, in particular, in a household with more vulnerable children.
- SEN teachers will provide assistance to teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
- This also applies to EAL staff.
- Form/class teachers will make regular contact with their pupils and parents via school email accounts/logins or where necessary by phone.
- All remote learning and any other online communication will take place in line with current Federation confidentiality expectations;
- Appropriate privacy and safety settings will be used to manage access and interactions.
- 1-1 Live Lessons need to be pre-arranged, with written parental consent given and 2 adults need to be present. Where these sessions may be necessary they must be recorded and saved to Google meet/School server where this can be reviewed at any time.
- When recording videos and for Live Lessons staff must wear appropriate clothing.

- Any computers used for such recordings or Live lessons should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live Clinics should be recorded and backed up on Google meet/school server, so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background

Responsibilities of Parents and Pupils for Live Lessons/meetings with school staff:

- Parents must have understood and returned the Consent for Remote Learning Form before they can take part in a virtual lesson/live session.
- A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
- Pupils must take part in the lesson from somewhere appropriate at home with limited distractions and in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer.
- Pupils should only communicate with the teacher through pre-arranged live lessons or via school email and ideally parents should be copied into this correspondence.
- Pupils can have their microphones muted by a member of staff and should wait for the teacher to unmute them rather than unmuting themselves.
- Pupils must not record teacher audio or video presentations or take screenshots or photos of teachers and other students
- Pupils must not share or distribute any of the teacher presentations and online teaching resources
- Pupils must not edit of any of the teaching resources made available except for their own personal use
- Breach of any of the above could result in removal from the lesson, access to online content removed and an appropriate sanction set in line with the Behaviour for learning policy
- Pupils must behave online as they would in their classrooms. In the event of a teacher deeming any behaviour inappropriate they reserve the right to remove the pupil from the lesson and give drills as per our usual behaviour policy.
- Pupils and Parents must be aware that the Federation takes online bullying very seriously and will respond as per our [Policy for the Prevention of Bullying](#) to any incidents of this nature.
- Parents must be aware that there are lots of people offering support to parents for home schooling via groups and live streams across a multitude of platforms. This unfortunately could be seen as an opportunity for unsavoury characters to find their way to young people
- Alternative approaches and/or access will be provided to those who do not have access.

