



**A Small School on
a Big Adventure**

Acceptable Use Policy (for staff, pupils, parents and visitors)

Approved by: Brook Governing Body **Date:** 1st December 2022

Last reviewed on: November 2022

Next review due by: November 2023

Our Vision

A Small School on a Big Adventure

Care

Creativity

Courage

Our children will be part of an adventurous, **caring** family. They will have the **courage** to meet challenges and to learn **creatively**, making full use of our outstanding natural environment.

We aim to:

- Provide the highest quality education, emphasising enjoyment in lifelong learning, and ensuring that children are well prepared for a successful future.
- Ensure that children feel secure and confident as individuals, and work well as part of a team.
- Ensure that all members of the school community feel valued and respect all others, contributing to the overall richness and success of the school.
- Develop all children to their full potential, recognising and supporting the needs of individual children.
- Encourage all children to become responsible, independent learners who think deeply about the world around them and understand the interdependence we have with individuals, our community and nations.
- Develop, in children, a high degree of excellence in English, Maths and Science combined with a love of learning across the whole curriculum
- Insist on and instil positive attitudes towards punctuality, reliability, appearance and cleanliness.
- Ensure our children and staff represent our values of: Being Caring, Being Creative and showing Courage in everything they do.

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Early Years and Key Stage 1 (0-6)

I understand that the Brook 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 Brook Community Primary School can see what I am doing online when I use school computers and tablets.
- I always tell a member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules, my parents will be informed.
- I have read and talked about these rules with my parents/carers.

Shortened KS1 version (for use on posters)

- 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 Brook 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 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 unless I have permission otherwise.

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.

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 devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online.
- I know that if I do not follow the school rules then my parents will be informed.

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page or close the lid and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to my teacher or TA.
- I know it is not my fault if I see, or someone sends me, something bad 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.

Shortened KS2 version (for use on posters)

- I ask a teacher 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.

Pupils with Special Educational Needs and Disabilities (SEND)

Learners with SEND functioning at Levels P4 –P7

- I ask a grown-up if I want to use the computer.
- I make good choices on the computer.
- I use kind words on the internet.
- If I see anything that I do not like online, I tell a grown up.
- I know that if I do not follow the school rules then my parent will be told.

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

Safe

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

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 my parent will be told.

Meeting

AUP

- 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 my teacher or TA

Pupil Acceptable Use Policy Agreement Form

Brook Community Primary School's Acceptable Use of Technology Policy –Pupil Agreement

I, with my parents/carers, have read and understood the school's Acceptable Use of Technology Policy (AUP)

I agree to follow the AUP when:

1. I use school devices and systems (Chrome Books, Laptops) both on site and at home.
2. I use my own equipment out of the school, including communicating with other members of the school or when accessing school systems, such as Google classroom, TT Rockstars and Spelling Shed.

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

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

Acceptable Use of Technology Statements and Forms for Parents/Carers

Parent/Carer AUP Acknowledgement Form

Brook Community Primary School - Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed the pupil 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 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 pupil could have repercussions for the orderly running of the school, if a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school.
3. I am aware that any use of school devices and systems are appropriately filtered and may be monitored for safety and security reason to keep my child safe and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the school mobile and smart technology policy states that my child cannot use personal device and mobile and smart technology on site. If my child needs to bring in a mobile phone, it should be handed to the office at the start of the day.
5. I understand that my child needs a safe and appropriate place to access remote/online learning, for example, if the school is closed in response to Covid-19. I will ensure my child's access to remote/online learning is appropriately supervised and any use is in accordance with the school AUP.
6. I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online or if my child is using personal mobile or smart technologies.
7. 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.

8. 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.
9. 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.
10. 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.
11. I understand my role and responsibility in supporting the school's 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.....

Class.....

Date.....

Parent/Carer's Name.....

Parent/Carer's Signature..... Date.....

Acceptable Use of Technology for Staff, Visitors and Volunteers Statements

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Brook School's 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 pupils 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 Brook School's expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Brook School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Brook School's Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school's child protection policy and staff code of conduct
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the 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, mobile phones, and internet access, when working with pupils.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed

by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed when pupils are not in the room or if other staff members are present and the Headteacher has been informed.

Data and system security

6. 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.
7. I will respect school system security and will not disclose my password or security information to others.
8. 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 via the School Business Manager.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager, via the School Business Manager.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including 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.
11. 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 sharepoint.
12. 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.
13. 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.

14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
15. 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 via the School Business Manager as soon as possible.
16. If I have lost any school related documents or files, I will report this to the ICT Support Provider via the School Business Manager and school Data Protection Officer (Mr Hill?) as soon as possible.
17. Any images or videos of pupils will only be used as stated in the school camera and image use policy. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent/carers have given explicit written consent.

Classroom practice

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in this AUP.
19. I have read and understood the school mobile technology and social media policies.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
 - creating a safe environment where learners feel comfortable to 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) (Ellen Ranson-McCabe) or a deputy (Victoria Lawson and Matthew Stanley) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
 - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the school child protection policies.
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Use of Social Media and Mobile Technology

23. I have read and understood the school policy which covers expectations regarding staff use of mobile technology and social media.

24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff code of conduct, when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the social media policy.
- I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the mobile technology.
- I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school code of conduct and the law.

25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and Chris Green, Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or Headteacher.

26. 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.

27. 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.

28. 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.

29. 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.

Policy Compliance

30. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school child protection policy.

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

33. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.

34. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school/setting may invoke its disciplinary procedures as outlined in the staff code of conduct.

35. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Brook Community 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 Brook School ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Brook School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning systems and communication technologies.
2. I understand that Brook School's AUP should be read and followed in line with the school/ staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Data and image use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. I understand that I am not allowed to take images or videos of pupils.

Classroom practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils and I have read the pupil's AUP.
7. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the pupils in my care.
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the Designated Safeguarding Lead (DSL), Mrs Ranson-McCabe, in line with the school's child protection policy.

9. 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

10. In line with the school's mobile and smart technology policy, I understand that my personal devices must only be used when pupils are not in the room or when another member of staff is present.

Online communication, including the use of social media

11. 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 policy.
 - I will not discuss or share data or information relating to pupils, 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's code of conduct and the law.
12. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - Any pre-existing relationships or situations that may compromise my ability to comply with this will be discussed with the DSL (Mrs Ranson-McCabe).

Policy compliance, breaches or concerns

13. 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 (Mrs Ranson-McCabe).
14. 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.
15. 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.
16. 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.

17. I will report and record concerns about the welfare, safety or behaviour of pupils or parents/carers online to the Designated Safeguarding Lead (Mrs Ranson-McCabe) in line with the school's 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 Brook School's 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 use only.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under Brook School's Acceptable Use of Technology Policy (AUP), online safety policy and Code of Conduct which all pupils/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 (Mrs Ranson-McCabe) as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (Mrs Ranson-McCabe).
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 Brook School’s Wi-Fi Acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Acceptable Use Policy (AUP) for Remote/Online Learning

Remote/Online Learning AUP - Staff Statements

Brook Community Primary School Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of the 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, Spelling Shed and TT Rockstars. These have been assessed and approved by a member of Senior Leadership Team (SLT).
2. Staff will only use school managed or specific, approved professional accounts with pupils and/or parents/carers
 - Use of any personal accounts to communicate with pupils and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Ellen Ranson-McCabe, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school/setting laptop, tablet, or other mobile device.
3. Online contact with pupils and/or parents/carers will not take place outside of the operating times as defined by SLT: 8.00am – 5.00pm weekdays, term time only.
4. All remote/online lessons will be formally timetabled; a member of SLT or the DSL 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 when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
7. All participants will be made aware that EIS Lightspeed records activity.

8. Access to EIS Lightspeed will be managed in line with current IT security expectations

Session management

9. Appropriate privacy and safety settings will be used to manage access and interactions.
10. Live 1:1 sessions will only take place with approval from the headteacher/a member of SLT.
11. A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants.
 - Pupils and/or parents/carers should not forward or share access links.
 - If pupils or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - Pupils are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
12. Alternative approaches and/or access will be provided to those who do not have access, such as the loan of equipment.

Behaviour expectations

13. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
14. All participants are expected to behave in line with existing school policies and expectations.
15. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
16. 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

17. Participants are encouraged to report concerns during remote sessions to a member of staff.

- 18. 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 the Headteacher.
- 19. 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.
- 20. Sanctions for deliberate misuse will include informing parents
- 21. Any safeguarding concerns will be reported to Ellen Ranson-McCabe, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the Brook Community Primary School's Acceptable Use Policy (AUP) for remote/online learning.

Staff Member Name:

Date.....

Remote/Online Learning AUP – Pupil Statements

Brook Community Primary School’s 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
 - I should read and talk about these rules with my parents/carers.
 - remote/online learning will only take place using Google Classroom, TTRockstars and Spelling Shed and during usual school times.
 - my use of Google Classroom is monitored to help keep me safe.

2. Only members of the Brook School community can access Google Classroom
 - I will only use my school login to access remote learning.
 - I will use privacy settings as agreed
 - 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. When taking part in live sessions I will:
 - wear appropriate clothing and be in a suitable location.
 - ensure backgrounds of videos are neutral and personal information/content is not visible.
 - use appropriate alternative backgrounds.
 - attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
 - attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

5. If I am concerned about anything that takes place during remote/online learning, I will contact a member of staff.

6. I understand that inappropriate online behaviour or concerns about my or others safety during remote/online learning will be taken seriously. This will include informing my parent.

I have read and understood the Brook School’s Pupil Acceptable Use Policy (AUP) for remote learning.

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

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