

Ethelbert Road Primary School



Acceptable Use Policy

Together We Thrive

Reviewed	September 2025	
Next Review	September 2026	
Headteacher	Michele Kirkbride	Date:
Chair of Governors	Jonathan Richardson	Date:

Pupil Acceptable Use of Technology Agreement

Early Years and Key Stage 1 (0-6)

- I understand that the school 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 kind, polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets and any school-related apps (TTRS, Numbots, Rocket Phonics etc.) including when I am at home.
- I always tell an adult if something online makes me feel upset, unhappy, or worried.
- I can visit www.ceopeducation.co.uk to learn more about keeping safe online.
- I know that if I do not follow the rules:
 - I will not be allowed to use devices independently.
- I have read and talked about these rules with my parents/carers.

Key Stage 2 (7-11)

I understand that the school 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

- When using school devices, I will always use my numbered device. If for any reason my numbered device is unavailable, I will inform an adult.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.

- I will not use my own personal smart devices and/or mobile phone while on the school site.
- If, for any reason, I need to bring my personal smart devices and/or mobile phone to school, I know that I must turn it off and hand it into my class teacher at the beginning of the day, who will store it in a safe place (e.g. a locked cupboard). I will be able to collect it at the end of the day.
- If I bring in something to be used in school, such as a CD or memory stick, I will hand this into my class teacher so that they can check the content before it is presented to others.
- I will not access any of my personal email/instant messaging or social media accounts in school.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school 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.
- I will always get permission from an adult before I download software, files or data from the internet.

Responsible

- I will protect myself by not telling anyone I meet online my address, telephone number, school name, or send a picture of myself without permission from an adult.
- I will treat my passwords like my toothbrush! This means I will not share them with anyone (even my best friend).
- I will log off once I have finished when I have finished using a programme or laptop/iPad.
- 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.
- I will not search for bad language, inappropriate images or unsuitable games/videos online. If I accidentally come across any of these, I will lower or shut my laptop screen or lock my iPad and inform an adult.
- I will be polite and sensible when I message people online. I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings deliberately.
- I will always be myself online and not pretend to be anyone else.

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.ceopeducation.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 I will not be allowed to use devices independently.

Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will lower or shut my laptop screen or lock my iPad, and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to my teacher.
- 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.

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 I will not be allowed to use devices independently.

Learners with SEND functioning at Levels P7-L1

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 I will not be allowed to use devices independently.

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

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 not be allowed to use devices independently.
-

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 my teacher.

Pupil Acceptable Use Policy Agreement Form

Ethelbert Road Primary School 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) and remote learning AUP.

I agree to follow the AUP when:

1. I use school devices and systems, both on site and at home.
2. I use my own equipment out of school, including communicating with other members of the school or when accessing school systems.

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....

Acceptable Use of Technology - Parents/Carers

Ethelbert Road Primary School Pupil Acceptable Use of Technology Policy Acknowledgment

1. I have read and discussed Ethelbert Road Primary School's 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 (TTRockstars, Numbots, Rocket Phonics, Nessy etc.), 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 understand that any use of school devices and systems are appropriately filtered as detailed in our online safety policy.
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, as detailed in our online safety policy. Monitoring approaches are in place 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.
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 online safety policy states that my child cannot use personal device and mobile and smart technology on site. Should the need arise for my child to take their personal devices and/or mobile phones to school, I am aware that it will need to be turned off and handed to their teacher in the morning and it will be stored in a safe place and returned at the end of the school day.
7. I understand that my child needs a safe and appropriate place to access online learning, for example, if the school is closed. I will ensure my child's access to online learning is appropriately supervised and any use is in accordance with the school online 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 schools 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.....

Parent/Carer Acceptable Use of Technology Policy (AUP)

1. I know that my child will be provided with internet access and will use a range of IT systems in order to access the curriculum and be prepared for modern life whilst at Ethelbert Road Primary School.
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 use of mobile and smart technology, such as mobile phones by children, is not permitted at Ethelbert Road Primary School.
4. I understand that my child needs a safe and appropriate place to access remote/online learning, for example if 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 online learning AUP.
5. 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, as detailed on our school website.
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 am aware 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.
8. I have read and discussed Ethelbert Road Primary School Pupils' Acceptable Use of Technology Policy (AUP) with my child.
9. I will support school safeguarding policies and will ensure that I use appropriate parental controls, will appropriately supervise/monitor my child's use of the internet outside of school and will discuss online safety with them when they access technology at home.
10. I know I can seek support from the school about online safety, such as via the school website ([link](#)), to help keep my child safe online at home.
11. I will support the school approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.
12. I, together with my child, 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
13. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.

- 14. I understand that if I or my child do not abide by the Ethelbert Road Primary School AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.
- 15. I know that I can speak to the Designated Safeguarding Lead/headteacher (Michele Kirkbride) or my child's class teacher if I have any concerns about online safety.

I have read, understood and agree to comply with the Ethelbert Road Primary School Parent/Carer Acceptable Use of Technology Policy.

Child's Name.....

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

Parent/Carer's Name.....

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

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Ethelbert Road Primary 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 Ethelbert Road Primary 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 Ethelbert Road Primary 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, online learning and online and offline communication technologies.
2. I understand that Ethelbert Road Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school child protection, staff code of conduct and online 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, mobile phones, and internet access) when working with pupils. If a personal device or service is required for a specific reason to benefit leaders, I should seek advice and special permissions from the headteacher.
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.
6. Where I deliver or support online learning, I will comply with the school online 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. (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system). I will change my password regularly, when the system advises me to do so.
 - I will protect the devices in my care from unapproved access or theft. This includes locking devices when unattended and not leaving devices unsupervised in public places.
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 SNS.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from SNS.
11. 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.
 - Any data being shared online, such as via cloud systems or artificial intelligence tools (AI), will be suitably risk assessed and approved by the school Data Protection Officer and leadership team prior to use to ensure it is safe and legal.
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.
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 SNS (Steve Miles) as soon as possible.
17. If I have lost any school related documents or files, I will report this to SNS (Steve Miles) and school Data Protection Officer (Tracey Hills) as soon as possible.
18. Any images or videos of pupils will only be used as stated in the school staff code of conduct and online learning AUP.
 - 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

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Ethelbert Road Primary School as detailed in the online safety policy, 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 SNS, in line with the school's online safety policy.
21. I am aware of the expectations relating to safe technology use in the classroom, safe online learning, and other working spaces as listed in the children protection, online safety and online learning acceptable use policies.
22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that the use of AI as part of our education/curriculum approaches is not permitted by staff or pupils, unless specific permission is granted from the headteacher/DSL.
 - A risk assessment will be undertaken, and written approval will be sought from the senior leadership team prior to any use of AI tools (for example if used in the classroom, or to support lesson planning or assessments).
 - Any misuse of AI will be responded to in line with relevant school policies, including but not limited to, anti-bullying, behaviour and child protection.

23. I will promote online safety with the pupils 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 pupils 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) (Michele Kirkbride) or a deputy (Lisa Vitiello/Claire Cornall/Sally Rix) as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
 - make informed decisions to ensure any online safety resources used with pupils is appropriate.
24. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Mobile devices and smart technology

25. I have read and understood the school online safety policy which addresses use of mobile and smart technology and social media by children and staff.
26. 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 online safety policy and the law.

Online communication, including use of social media

27. 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.
28. As outlined in the staff code of conduct and school online safety 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 pupils, staff, school business or parents/carers on social media.
29. My electronic communications with current and past pupils 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 pupils, 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 pupils and/or their parents/carers.
- If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead, Michele Kirkbride
- 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

30. 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.
31. 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.
32. 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.
33. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.
34. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the child protection policy and/or whistleblowing policy.

Policy Compliance and Breaches

35. 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/manager.
36. I understand that the school may exercise its right to monitor the use of its information systems, including internet access and the interception of messages/emails on our systems, to monitor policy compliance and to ensure the safety of pupils and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
37. 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.

38. 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 code of conduct.

39. 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 Ethelbert Road 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 Ethelbert Road Primary School ensure that all visitors and volunteers understand the schools' 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 Ethelbert Road Primary 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, online learning systems and communication technologies.
2. I understand that Ethelbert Road Primary School AUP should be read and followed in line with the school staff visitor and volunteer leaflet.
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 will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
8. I understand that I am not allowed to take images or videos of pupils, unless permission has been given by the headteacher.

Classroom practice

9. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of pupils

10. Where I deliver or support online learning, I will comply with the school online learning AUP.
11. 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.
12. 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 SNS, in line with the school online safety policy.
13. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

Use of mobile devices and smart technology

14. I have read and understood the school's online safety policy which covers expectations regarding staff use of social media and mobile technology.

Online communication, including the use of social media

15. 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 online safety 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 code of conduct and the law.
16. 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.
 - 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 Designated Safeguarding Lead/headteacher (Michele Kirkbride).

Policy compliance, breaches or concerns

17. 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/headteacher (Michele Kirkbride).

18. 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.

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

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

21. 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.

22. 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 Ethelbert Road 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 educational 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 Ethelbert Road Primary School Acceptable Use of Technology Policy (AUP), online safety policy and staff 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 (Michele Kirkbride) as soon as possible.
23. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead/headteacher (Michele Kirkbride).
14. 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 Ethelbert Road Primary School Wi-Fi Acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Ethelbert Road Primary School Staff Online Learning AUP

The Online learning Acceptable Use Policy (AUP) is in place to safeguarding all members of the Ethelbert Road Primary School community when taking part in online learning, for example following any full or partial school closures.

Leadership oversight and approval

1. Online learning will only take place using the school website's class pages and class emails.
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 Michele Kirkbride, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school laptop or iPad.
3. Online contact with pupils and/or parents/carers will not take place outside of the operating times as defined by SLT:
 - 08:30 – 16:30 (Monday to Friday)
4. All remote lessons will be formally timetabled; a member of SLT is able to drop in at any time.
5. Live-streamed 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 any systems when delivering online 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 as outlined in the staff code of conduct.
8. All participants will be made aware that all school systems and networks records activity.
9. Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.
10. Only members of the Ethelbert Road Primary School community will be given access to in school systems and networks.
11. Access to school systems and networks will be managed in line with current IT security expectations, for example, using strong passwords, logging off or locking devices when not

in use etc.

Session management

Staff will record the length, time, date, and attendance of any sessions held.

12. Appropriate privacy and safety settings will be used to manage access and interactions.

This includes:

- Language filters, disabling/limiting chat, staff not permitting children/young people to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.

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. This includes:

- Appropriate language will be used by all attendees.
- Staff will not take or record images for their own personal use.
- Setting decisions about if other attendees can or cannot record events for their own use, and if so, any expectations or restrictions about onward sharing.

15. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

16. When sharing videos, participants are required to:

- wear appropriate dress.
- ensure backgrounds of videos are neutral (blurred if possible).
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

17. 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

18. Participants are encouraged to report concerns during remote sessions to the DSL.

19. 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 Michele Kirkbride, headteacher.

20. 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.

21. Sanctions for deliberate misuse may include restricting/removing use or contacting the police if a criminal offence has been committed.

22. Any safeguarding concerns will be reported to Michele Kirkbride, Designated Safeguarding Lead, in line with our child protection policy.

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

Staff Member Name:

Date.....

Ethelbert Road Primary School Pupil 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 school systems and networks and during usual school times.
 - my usage of school subscriptions is monitored to help keep me safe.
2. Only members of the Ethelbert Road Primary School community can access our school systems and networks.
 - I will only use my school provided login to access online learning.
 - I will use privacy settings as agreed with my teacher/set up by the school.
 - I will not share my login/password with others.
 - I will not share any access links to online learning sessions with others.
3. When taking part in online learning I will behave as I would in the classroom. This includes:
 - Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
4. If I am concerned about anything that takes place during online learning, I will tell an adult, including adults at Ethelbert Road Primary School and/or my parents/carers.
5. I understand that inappropriate online behaviour or concerns about my or others safety during online learning will be taken seriously. This could include:
 - restricting/removing access
 - informing parents/carers
 - contacting police if a criminal offence has been committed.

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

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

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

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....