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**Pendeen School**

**Acceptable Use Policy (AUP) (Information and Computing Technlogy)**

**September 2023**

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# Pendeen School Acceptable Use Policy - Parents

# Background

We ask all children, young people and adults involved in the life of Pendeen School to read and sign an Acceptable Use\* Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which has been signed and sent home.

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network.** What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

# Where can I find out more?

You can read Pendeen Schools’s full Online Safety Policy at <https://www.pendeenschool.co.uk/web>

for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding and Child Protection Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to Chris Wilson – [head@pendeen.tpacademytrust.org](mailto:head@pendeen.tpacademytrust.org) or 01736 788583

# What am I agreeing to?

1. I understand that Pendeen School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.
3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to overblock or provide an experience which is so locked down as to block educational content or not train pupils for life in an online world.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring. More detail of this can be found in our online safety policy - <https://www.pendeenschool.co.uk/web>
5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.
6. I will support my child to follow the school’s policy regarding bringing devices to school – children will not bring personal devices into school in general, but in exceptional circumstances where this may be necessary they will always be kept by the head teacher or school secretary.
7. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other’s images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
8. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school’s social media policy and not encourage my child to join any platform where they are below the minimum age.
9. I will not share images of other people’s children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
10. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to [parentsafe.lgfl.net](https://parentsafe.lgfl.net) for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc...
11. I understand that my child needs a safe and appropriate place to do home learning, whether for homework or during times of school closure. When on any video calls with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
12. If my child has online tuition, I will refer to the [Online Tutors – Keeping children Safe](https://static.lgfl.net/LgflNet/downloads/online-safety/posters/LGfL-DigiSafe-Online-Tutors-Safeguarding-Guidance.pdf) poster and undertake necessary checks where I have arranged this privately, ensuring they are registered/safe and reliable, and for any tuition to remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.

13. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet and to various devices, operating systems, consoles, apps and games. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age appropriate content. Find out more at [parentsafe.lgfl.net](https://parentsafe.lgfl.net)

1. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my child, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](https://www.childrenscommissioner.gov.uk/our-work/digital/5-a-day/)
2. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen in this document and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
3. I can find out more about online safety at Pendeen School by reading the full Online Safety Policy here <https://www.pendeenschool.co.uk/web>
4. and can talk to Chris Wilson or any class teacher if I have any concerns about my child/ren’s use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

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**I/we have read, understood and agreed to this policy.**

**Signature/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name/s of parent / guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent / guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Please note that parents may also be interested in the school’s approach to the online safety, which are all covered as sections within the overall school Online Safety Policy:

<https://www.pendeenschool.co.uk/web>

# Pendeen School Acceptable Use Policy – Staff, Governors, Visitors, Contractors

# Background

We ask all children, young people and adults involved in the life of Pendeen School to sign an Acceptable Use\* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.

Staff, governors, visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. Many of these rules are common sense – if you are in any doubt or have questions, please ask the DSL Chris Wilson or DDSL Becky Curnow.

Further details of our approach to online safety can be found in the overall school Online Safety Policy - https://www.pendeenschool.co.uk/web

If you have any questions during your visit, you must ask the person accompanying you (if appropriate) and/or Chris Wilson – head teacher and DSL.

If questions arise after your visit, ask Chris Wilson – head teacher and DSL, Becky Curnow – SMT and DDSL or Chris Summerfield – Deputy Head teacher.

# What am I agreeing to?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school’s security, monitoring and filtering systems and/or viewed by an appropriate member of staff.
2. I will never attempt to arrange any meeting with a pupil, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil
3. For non- staff members: I willleave my phone turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff
4. For staff members - staff may occasionally use personal phones to capture photos or videos of pupils, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services.
5. If I am given access to school-owned devices, networks, cloud platforms or other technology:
   * I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
   * I will not attempt to access any pupil / staff / general school data unless expressly instructed/allowed to do so as part of my role
   * I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
   * I will protect my username/password and notify the school of any concerns
   * I will abide by the terms of the school Data Protection Policy protections
   * I understand that my online activity will be subject to the school’s filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract
6. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.
7. I will not reveal any information on social media or in private which shows the school in a bad light or could be perceived to do so.
8. I will not do or say anything to undermine the positive online safety messages that the school disseminates to pupils/students and will not give any advice on online safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of ‘[Using External Visitors to Support Online Safety](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722304/Using_External_Visitors_to_Support_Online_Safety__July_2018.pdf)’ from the UK Council for Child Internet Safety (UKCIS).
9. I understand that children can be abused and harmed when using devices and I will report any behaviour (no matter how small) which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead / Headteacher Chris Wilson or DDSL Becky Curnow.

1. I will only use any technology, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my job or visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.
2. I will behave in a professional and responsible manner at all times and understand that failure to do so may result in further action being taken and could result in the termination of my contract.

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To be completed by the staff member / governor / visitor / contractor:

**I have read, understood and agreed to this policy.**

**Signature/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Visiting / accompanied by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date / time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To be completed by the school (only when exceptions apply):

**Exceptions to the above policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name / role / date / time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acceptable Use Policy for EYFS and KS1 Pupils**

**My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| To stay **SAFE online and on my devices:** | **✓** |
| 1. I only **USE** devices or apps, sites or games if I am allowed to |  |
| 1. I **ASK** for help if I’m stuck or not sure; I **TELL** a trusted adult if I’m upset, worried, scared or confused |  |
| 1. I look out for my **FRIENDS** and tell someone if they need help |  |
| 1. If I get a **FUNNY FEELING** in my tummy, I talk to an adult |  |
| 1. I **KNOW** that online people aren’t always who they say they are and things I read are not always **TRUE** |  |
| 1. Anything I do online can be shared and might stay online **FOREVER** |  |
| 1. I don’t keep **SECRETS🚫** unless they are a present or nice surprise |  |
| 1. I don’t have to do **DARES OR CHALLENGES**❌, even if someone tells me I must. |  |
| 1. I don’t change **CLOTHES** or get undressed in front of a camera |  |
| 1. I always check before **SHARING** my personal information or other people’s stories and photos |  |
| 1. I am **KIND** and polite to everyone |  |

**My trusted adults are:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at school**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at home**

**Acceptable Use Policy for KS2 Pupils**

# **Following these statements can keep me and others safe and happy online at school and home**

1. ***I learn online*** – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.
2. ***I behave the same way on devices as face to face in the classroom, and so do my teachers***–If I get asked to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** – I don’t just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my ‘Digital 5 A Day’.
5. ***I am a good friend online*** – I won’t share or say anything I know would upset another person or they wouldn’t want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am not a bully*** – I know just calling something fun or banter doesn’t stop it maybe hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
7. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don’t share passwords!
8. ***I am careful what I click on*** – I don’t click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
9. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
10. ***I know it’s not my fault if I see or someone sends me something bad*** – I won’t get in trouble, but I mustn’t share it. Instead, I will tell a trusted adult.
11. ***If I make a mistake I don’t try to hide it but ask for help.***
12. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
13. ***I know online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are.
14. ***I never pretend to be someone else online*** – it can be upsetting or even dangerous.
15. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
16. ***I don’t go live (videos anyone can see) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
17. ***I don’t take photos or videos or people without them knowing or agreeing to it*** – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it’s safe.
18. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
19. ***I say no online if I need to*** – I don’t have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
20. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
21. ***I follow age rules*** – 13+ games, apps and films aren’t good for me so I don’t use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.
22. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
23. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
24. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
25. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
26. ***I respect people’s work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
27. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

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**I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school that might mean my mentor or any other member of staff. My Mentor is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Outside school, my trusted adults are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I know I can also get in touch with my mentor or any adult in school.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**