Acceptable Use Policy (AUP)
Parents/Carers

OUR TRUST PRAYER

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning,

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus

Amen

Background

We ask all children, young people and adults involved in the life of Bishop Martin 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 is available to view here:

- Key Stage 1 – https://www.bishopmartince.co.uk/serve_file/23968889

- Key Stage 2 – https://www.bishopmartince.co.uk/serve_file/23968888

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 Bishop Martin's full Online Safety Policy - https://www.bishopmartince.co.uk/serve_file/22455864 - 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 Jill Broom, headteacher.

What am I agreeing to?

1. I understand that Bishop Martin CE Primary 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, I understand 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.

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. Our Online Safety Policy provides further information regarding mobile phones and wearable devices (eg smartwatches).

7. I understand that my child might be contacted online by <u>class teachers</u> <u>through Seesaw or Tapestry (EYFS) for homework tasks and marking work</u> and only about their learning, wellbeing or behaviour. If they are contacted by someone else or staff ask them to use a different app to chat, they will tell another teacher. Speak to Jill Broom (headteacher), Emma Rowley (deputy headteacher), Will Gordon (assistant headteacher) if this happens.

8. 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.

9. Parents are kindly asked not to call pupils on their mobile phones during the school day; urgent messages can be passed via the school office.

10. 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.

11. I will follow the "Images and Videos" section within the school's Data Protection Policy which outlines when I can capture and/or share images/videos. 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 (*Note: consent for a child age 12+ may be sought directly from the child if the child has capacity and maturity to understand what they are agreeing to*).

12. I understand that for my child to grow up safe online, they will need positive input from school and home, so I will talk to my child about online safety and refer to parentsafe.lgfl.net where I can find 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...

13. 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.

14. If my child has online tuition, I will refer to the Online Tutors – Keeping children Safe poster appended to this policy 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.

15. 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

16. 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/

17. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which they have signed, and I understand that they will be subject to sanctions if they do not follow these rules. *Our school's Acceptable Use Policies can be found on our website.*

18. I can find out more about online safety at Bishop Martin CE Primary School by reading the full Online Safety Policy - https://www.bishopmartince.co.uk/serve_file/22455864 - and can talk to Jill Broom (headteacher), Emma Rowley (deputy headteacher), Will Gordon (assistant headteacher) 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: _____

ONLINE TUTORS
KEEPING CHILDREN SAFE

GUIDANCE FOR PARENTS & CARERS

YOU MIGHT GET A TUTOR FROM SCHOOL, THE NATIONAL TUTORING PROGRAMME, A GOOGLE SEARCH OR A RECOMMENDATION. BUT ANYONE CAN CALL THEMSELVES A TUTOR, SO HOW CAN YOU KEEP YOUR CHILDREN SAFE WHILE THEY CATCH UP?

1) Select the right tutor

o Get to know them first - ask about qualifications, experience (freelance? umbrella body?) & approach

o Take up references and speak to them if you can

o Ask to see a DBS (criminal record) check. NB - private tutors can only get the basic check; (don't let a DBS give you a false sense of security though)

o Find out which platform they will use and its safety features

2) Establish clear rules

o Sessions must always be arranged via you; the tutor should not contact your child directly between sessions, send private messages or change communication platform

o A tutor is not a friend – they should behave in a professional way, like a teacher

o Sessions must not be recorded without your approval

o Try to be in the room for all sessions, especially for younger children, and certainly the first time

o Your child should not join a session from a bedroom. If this is unavoidable, pop in frequently, ensure they are fully dressed at all times, point the camera away from beds & personal information, and blur or change the background

3) Make sure your child knows

o The rules apply to them and the tutor

o A tutor is a teacher not a friend

o Neither tutor nor child should share personal information, private messages or photos & videos

o They must never meet without your approval or communicate on a different platform

o Who their trusted adults are at home and school

o They can tell you if they are asked to keep a secret or anything happens or is said that is strange or makes them feel uncomfortable, scared or upset

FIND MORE SAFEGUARDING RESOURCES TO SUPPORT PARENTS AT PARENTSAFE.LGFL.NET LGfL DigiSafe

Review Schedule

Policy Author	Data Protection Officer (DPO)
Policy Approver	Trust Corporate Services Director
Current Policy Version	1.4
Policy Effective From	1st September 2023
Policy Review Date	By 31st August 2024

Revision Schedule

Version	Revisions	By whom
1.0	Original document produced	DPO
1.1	Updated in line with KCSIE 2020 and COVID-19 (page 3 – "Why do we need an AUP" removed. Point 3 "including during any remote learning periods" added. Point 6 – new sentence added re DP Policy. Points 8, 9 and 11 added. All other points reviewed, some with minor amendments).	DPO
1.2	Reviewed in line with KCSIE 2021, bullet 7 and bullet 9 updated. Online Tutor poster appended.	DPO
1.3	Reviewed in line with KCSIE 2022. New bullet 4. New Trust Prayer.	DPO
1.4	Reviewed in line with KCSIE 2023. New bullet 3, 5, 6 and 9.	DPO