

# Acceptable Use of Technology Policy (AUP) for Learners

## Early Years and Key Stage 1

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 links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the School can see what I am doing online when I use school computers and tablets and my school Office 365 account, including when I am at home.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the rules then I will not be able to use the devices for a set period of time and that my parents will be spoken with.
- I have read and talked about these rules with my parents/carers.

## Shortened KS1 version

- 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

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

- I will ask my teacher before bringing my own personal devices to School. I will leave my device with the teacher until I need to use it.
- 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.

- If I need to learn online at home, I will follow the School remote learning AUP!

## Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other 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](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that if I do not follow the rules then I will not be able to use the devices for a set period of time and that my parents will be spoken with.

## Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away.
- If I am aware of anyone being unsafe with technology, I will report it to a 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.
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## 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

# Acceptable Use of Technology (AUP) for Parents/Carers

## Shipbourne School Learner Acceptable Use of Technology Policy Acknowledgment

1. I, with my child, have read and discussed Shipbourne School learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that the AUP applies to my child use of School devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. 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 Shipbourne School.
4. I am aware that the School mobile technology policy states that my child cannot use personal devices and mobile technology on site unless by prior agreement eg. Project based learning. If a device is required after school, it will be taken to the office by a parent before school.
5. I am aware that any use of School devices and systems 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.
6. 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.
7. I will support School safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of School and discuss online safety with them when they access technology at home.
8. I know I can seek support from the School about online safety, such as via the School website, to help keep my child safe online at home.
9. 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.
10. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the School community.
11. 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.
12. I understand that if I or my child do not abide by the Shipbourne 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.
13. I know that I can speak to the Head of School and Designated Safeguarding Lead (Terri Daters) or my child's teacher if I have any concerns about online safety
14. I understand that my child needs a safe and appropriate place to access remote learning if School is closed in response to Covid-19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
15. 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 on the internet or if my child is using mobile technologies.

16. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the School community.
17. 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.
18. I will inform the School or other relevant organisations if I have concerns over my child's or other members of the School communities' safety online.
19. 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.
20. I will support the School online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

# Shipbourne School Remote Learning AUP

1. I understand that:
  - these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams and 365.
  - I should read and talk about these rules with my parents/carers.
  - remote learning will only take place using Teams and 365 and during usual School times.
    - My use of is monitored to help keep me safe.
2. Only members of Shipbourne School community can access Teams and 365.
  - I will only use my School provided accounts to access remote learning.
  - I will use privacy settings as agreed with my teacher/set up the School.
  - 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 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.
  - Only leaving messages that are connected to my learning.
4. When taking part in live sessions I will:
  - Mute my video and microphone.
  - wear appropriate clothing and be in a suitable location.
  - ensure backgrounds of videos are neutral and personal information/content is not visible.
  - 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 learning, I will:
  - Share my concerns with my teacher at the end of the session, my parents or Mrs Daters.
6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:
  - Restricting my access to lessons and systems or reporting my behaviour to the police if it causes significant harm.