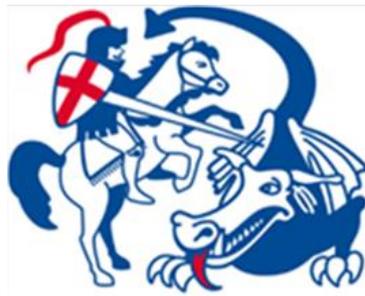


Acceptable Use Policy Including Remote Learning

Reviewed on: January 2021
Next review: September 2021

St. George's CE Primary School
Wrotham, Kent



Designated Safeguarding Leads:

Designated Safeguarding Lead: **Mrs Elizabeth Rye, Headteacher**

Deputy Designated Safeguarding Lead: **Mr Matthew Jones, Deputy Headteacher**

Named Safeguarding Governor with lead responsibility:

Mrs Sandy Chapman, Chair of Worship, Inclusion & Safeguarding

Date written: (January 2021)

Date agreed and ratified by Governing Body: (March 2021)

Date of next review: (September 2021)

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Acceptable Use of Technology Policy (AUP)

This policy and its procedures are in line with statutory requirements such as '[Keeping Children Safe in Education](#)' (KCSIE) 2020. The core content within the AUP template for 2020 has been updated and remains much the same as 2019. However, additional content has been included regarding remote learning following the updates to KCSIE 2020 and the DfE '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)' guidance.

In response to the potential requirement for schools and settings to continue to offer remote learning following full or partial school closures, a remote learning AUP is in place as a standalone AUP.

Learner Acceptable Use of Technology Statements

Although statements for learners are collected within key stages, it is recommended that settings amend and adapt them according to their own cohorts needs. The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with learners and amend them to develop ownership and understanding.

Early Years and Key Stage 1 (0-6)

I understand the school's Acceptable Use Policy will 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 St George's CE Primary School can see what I am doing online
- I follow our school online safety posters
- 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 www.nspcc.org.uk to learn more about keeping safe online
- I know that if I do not follow the rules:
 - **My teacher will explain what I have done wrong**
 - **The Headteacher will be told**
 - **My parents/supervisor will be told**
- I have read and talked about these rules with my parents/carers

Key Stage 2 (7-11)

I understand the school's Acceptable Use Policy will keep me safe and happy online at home and at school.

- I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school, or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.
- I will protect myself by not telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude, or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- 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.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- I will be polite and sensible when I message people online and 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 online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I know that all school devices/computers and systems are monitored, including when I am using them at home.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.
- 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.
- If I need to learn online at home, I will follow the school remote learning AUP.

Understand

- 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 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.
- I know that if I do not follow the school rules then:
 - *My teacher will explain what I have done wrong*
 - *The Headteacher will be informed*
 - *My parents/supervisor will be informed*

Classes devise their own online safety rules posters as part of their Online Safety computing lessons which are age appropriate and applicable to them.

Part of this education is based on Childnet Online Safety SMART rules
<https://www.childnet.com/resources/a3-posters-to-download>

Learners with SEND

Learners with SEND need to have additional support to ensure their safety when working with digital technology.

Further support can be found at www.childnet.com



Acceptable Use of Technology Forms for Parents/Carers

Parent/Carer Acknowledgement Form

Learner Acceptable Use of Technology Policy: St George's CE Primary School Parental Acknowledgment

1. I, with my child, have read and discussed **St George's CE Primary 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 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.
4. I am aware that the school mobile technology policy states that my child cannot use personal device and mobile technology on site.
5. 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.
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 on the internet or if my child is using mobile technologies.
7. 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.
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.
9. 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.
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 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

Child's Name.....

Child's Signature

Class.....

Date.....

Parents Name.....

Parents Signature.....

Date.....

Annex A:

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use St George's CE Primary School 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 learners, 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 St George's CE Primary School 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 St George's CE 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, remote learning and online and offline communication technologies.
2. I understand that St George's CE Primary School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/code of conduct and remote 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 learners. Staff will need to be given permission from a DSL in school if a mobile phone should be needed to be used or safeguarding on site due to the nature of the school's wifi around the school grounds
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is not allowed.
6. Where I deliver or support remote learning, I will comply with the school remote 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.
 - I will protect the devices in my care from unapproved access or theft by not leaving them visible in a public place and returning them to storage areas where provided.
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 the IT system manager.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
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 encrypted memory sticks.
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 a DSL on site (Elizabeth Rye, Matthew Jones) or the school's IT Technician (Paul Ashmore) as soon as possible.

17. If I have lost any school related documents or files, I will report this to the school's IT Technician (Paul Ashmore) and school Data Protection Officer as soon as possible.

18. Any images or videos of learners will only be used as stated in the school camera and image use policy.

- I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

19. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in Acceptable Use of Technology Policy including Remote Learning.

20. I have read and understood the school mobile technology and social media policies.

21. 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) (Elizabeth Rye) or a deputy (Matthew Jones) 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.

22. 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.

23. 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

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

25. 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 behaviour policy/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 policy.
- 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's / code of conduct and the law.

26. 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 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.

27. 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 headteacher.

28. 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.

29. 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.

30. 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

31. 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

32. 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.

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

34. 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 code of conduct.

35. 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.

36. 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 St. George's CE 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).....

Annex B:

Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology.

This AUP will help St George's CE Primary 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 St George's CE 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, remote learning systems and communication technologies.
2. I understand that St George's CE Primary School AUP should be read and followed in line with the school and the 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 understand that I am not allowed to take images or videos of learners. Any images or videos of learners will only be taken in line with the school camera and image use policy.

Classroom Practice

5. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners.
6. Where I deliver or support remote learning, I will comply with the school remote learning AUP.
7. I will support staff in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children 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) (Elizabeth Rye) in line with the school 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 Social Media and Mobile Technology

10. I have read and understood the school policy which covers expectations regarding staff use of social media and mobile technology.
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 social media policy.
 - I will not discuss or share data or information relating to learners, staff, school/setting 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 schools code of conduct and the law.
12. My electronic communications with learners, 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 this will be discussed with the DSL and/or headteacher.
13. 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 Designated Safeguarding Lead and/or the headteacher.
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.

Policy Compliance, Breaches or Concerns

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead (Elizabeth Rye) in line with the school child protection policy.
18. I will report concerns about the welfare, safety, or behaviour of staff to the headteacher, in line with the allegations against staff policy.
19. I understand that if the school believes that if 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 St George's CE 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).....

Acceptable Use Policy (AUP) for Remote Learning and Online Communication

Additional information and guides on specific platforms can be found at:

- <https://coronavirus.lgfl.net/safeguarding>
- <https://swgfl.org.uk/resources/safe-remote-learning/video-conferencing-for-kids-safeguarding-and-privacy-overview/>

Further information and guidance for SLT and DSLs regarding remote learning:

- Local guidance:
 - Kelsi: [Guidance for Full Opening in September](#)
 - [Online Safety Guidance for the Full Opening of Schools](#)
 - The Education People: [Safer remote learning during Covid-19: Information for School Leaders and DSLs](#)
- National guidance:
 - DfE [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
 - SWGfL: [Safer Remote Learning](#)
 - LGfL: [Coronavirus Safeguarding Guidance](#)
 - NSPCC: [Undertaking remote teaching safely](#)
 - Safer Recruitment Consortium: [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#) April 2020

Remote Learning AUP - Staff Statements

St George's Church of England Primary School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguard all members of St George's Primary School community when taking part in remote learning following any full or partial school closures.

Leadership Oversight and Approval

1. Remote learning will only take place using zoom, class dojo and tapestry.
 - Zoom, class dojo and tapestry has been assessed and approved by Elizabeth Rye, Headteacher.
2. Staff will only use St George's managed and/or specific, approved professional accounts with learners and/or parents/carers.
 - Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Elizabeth Rye, Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device. If this is not possible, staff should ensure the following expectations are in place in relation to safeguarding and data security when using personal devices
 - using strong passwords,
 - suitable levels of encryption,
 - logging off or locking devices when not in use
3. Online contact with learners and/or parents/carers will take place inside of the operating times as defined by SLT:
 - 8.00am – 5.00pm.
4. All remote lessons will be formally timetabled; a member of SLT, DSL is able to drop in at any time.
5. Live streamed remote learning sessions will only be held with approval and agreement from the headteacher.

Data Protection and Security

6. All remote learning and any other online communication will take place in line with current St George's confidentiality expectations as outlined in our GDPR policy.
7. All participants will be made aware that class dojo and zoom records activity.
8. 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.
9. Only members of St George's CE Primary School community will be given access to zoom, class dojo and tapestry.
10. Access to zoom, class dojo and tapestry will be managed in line with current IT security expectations as outlined in Mobile Technology and Social Media Policy.

Session Management

11. Staff will record the length, time, date, and attendance of any sessions held. Details of any recorded sessions will be kept logged and on file by SLT.
12. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:
 - disabling/limiting chat,
 - staff not permitting learners to share screens,
 - keeping meeting IDs private,
 - use of waiting rooms and breakout rooms.
13. Live 1 to 1 sessions will only take place with approval from the headteacher/a member of SLT.
14. 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
 - Learners and/or parents/carers should not forward or share access links.
 - If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - Learners 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.
15. Alternative approaches and/or access will be provided to those who do not have access, eg the loan of devices from St George's CE Primary School.

Behaviour Expectations

16. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
17. All participants are expected to behave in line with existing St George's 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.
18. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
19. 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.
20. 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

21. Participants are encouraged to report concerns during remote sessions:

- reporting concerns to the member of staff running the session,
- telling a parent/carer who should inform the school

22. 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 Elizabeth Rye, Headteacher.

23. 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.

24. Sanctions for deliberate misuse may include: e.g. restricting/removing use, contacting police if a criminal offence has been committed.

25. Any safeguarding concerns will be reported to Elizabeth Rye, Designated Safeguarding Lead, in line with our child protection policy.

I have read and understood the St George's CE Primary School Acceptable Use Policy (AUP) for remote learning.

Staff Member Name:

Date.....

Remote Learning AUP Template - Learner Statements

St George's CE Primary School Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using zoom, class dojo and tapestry.
 - I should read and talk about these rules with my parents/carers.
 - remote learning will only take place using zoom, class dojo and tapestry and during usual school times.
 - My use of zoom, class dojo and tapestry is monitored to help keep me safe.
2. Only members of St George's CE Primary School community can access zoom, class dojo and tapestry.
- I will only use my school provided email accounts and login to access remote learning.
 - I will use privacy settings as agreed and set up by 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.
4. If I am concerned about anything that takes place during remote learning, I will:
- report concerns to the member of staff running the session,
 - tell a parent/carer
5. I understand that inappropriate online behaviour or concerns about my safety during remote 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 St George's CE Primary School Acceptable Use Policy (AUP) for remote learning.

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

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

Parent/Carers Name..... *(If appropriate)*

Parent/Carers Signature..... *(If appropriate)*