

Acceptable Use of Technology Policy Templates for Educational Settings 2023-24

St Katharines CEPS Knockholt

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Using the AUP Templates: Guidance Notes

Education leaders should ensure their policies and procedures are in line with statutory requirements. '[Keeping Children Safe in Education](#)' (KCSIE) states that schools and colleges should have a '*staff behaviour policy (sometimes called the code of conduct) which should, amongst other things, include acceptable use of technologies, staff/pupil relationships and communications including the use of social media*'.

This document will support educational settings in creating Acceptable Use Policies (AUP) which are relevant to their communities and reflects the needs and abilities of children/pupils/students and technology available.

Key Points

- AUPs should be recognised by educational settings as part of the portfolio of safeguarding policies and as part of the code of conduct and/or behaviour policies.
- AUPs are not technical policies and as such oversight and development will fall within the role and responsibilities of the Designated Safeguarding Lead (DSL) and overall approval from SLT, including governing boards/trusts etc.
 - The DSL is likely to require advice and support from other staff within the setting to ensure the AUP is robust and accurate, for example IT providers/staff, therefore leaders should ensure that time is allocated to ensure this takes place.
- Where possible and appropriate, children/pupils/students, staff and parents/carers should be directly involved in the creation and updating of AUPs.
- AUPs should be reviewed on an at least annual basis and updated following any substantial policy or technology changes locally or nationally; this will be especially important following changes to technology use made.
- Leaders should consider how they evidence that all members of the community have read and understood these policies, for example, keeping copies of signed agreements, publishing AUPs on the school/setting website and intranet.
- AUPs can be used to support other policies and training and education approaches to ensure there is a clear understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring.
- Educational settings should ensure AUPs are individualised for their specific context; settings will need to adapt the templates in line with their own technology use, for example the expectations or requirements may vary if settings use laptops or tablets or provide children/pupils/students and/or staff with individual devices.

Using this document

- **Blue font** indicates that the setting should amend and/or insert relevant information.
- **Red font** highlights suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate for their setting. This content is provided as guidance notes and should not be left in individual settings policies.

Leaders, managers and DSLs should adapt the content to include specific local information such named points of contact, as well as specific procedures and expectations. These decisions and details will vary from setting to setting, so this template should be used as a starting framework. Academy trusts, federations or chains of settings may wish to use these templates across their entire organisation, however AUPs will need to be adapted to suit the needs of each individual provision.

It will not be appropriate for educational settings to adopt the templates in their entirety; DSLs and leaders should ensure that any unnecessary content is removed.

Updated content for 2023-34

The core content within the AUP template for 2023-24 has been updated and remains much the same as 2022-23. Additional content or changes have been highlighted in yellow.

Additional content has been added to support schools and settings to clarify the systems in place in relation to appropriate filtering and monitoring. We recommend DSLs and leaders access the following national guidance and/or seek advice from the Education Safeguarding Service.

- [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - DfE Guidance - GOV.UK \(www.gov.uk\)](#)
- [Appropriate Filtering and Monitoring Guidance - UK Safer Internet Centre](#)
- [Filtering and monitoring - Questions for governors, proprietors and trustees - UK Safer Internet Centre](#)
- [Filtering and Monitoring Webinars - SWGfL](#)

Disclaimer

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Child/Pupil/Student Acceptable Use of Technology Statements

Although statements for children/pupils/students are collected within key stages, it is recommended that settings amend and adapt them according to their own cohorts needs.

Settings should ensure their AUP includes age and ability appropriate information and expectations relating to the specific use and monitoring of school/setting provided devices and networks, services and/or systems, for example laptops, tablets and cloud computing, as well as use of learner owned devices such as mobile/smart phones, tablets and wearable technology.

The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with their community to amend the statements so they can develop ownership and understanding of the expectations.

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 polite and friendly.
- I know the school can see what I am doing online when I use school computers/tablets and school services and systems learners are expected to use, including if I use them at home.
- I always tell a member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online.
- I know that if I do not follow the school rules:
 - **I will need to speak to Miss Tormey and may have limited access at school.**
- I have read and talked about these rules with my parents/carers.

Shortened KS1 version (for use on posters or with very young children)

- 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 (7-11)

I understand that the school's Acceptable Use Policy will help keep me safe and happy online at home and at St Katharine's

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

- My own personal smart devices and/or mobile phone are not permitted by the setting.
- 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/setting devices for school/setting work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school/setting remote/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.

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.

Tell

- If I see anything online that I should not or if I see something online that makes me feel worried or upset, I will **minimise the screen, shut the laptop lid, turn off the screen and tell an adult immediately.**
- If I am aware of anyone being unsafe with technology, I will report it to an adult at school.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind 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.

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 owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at the school/setting may be able to see and/or check my online activity when I use school/setting devices and/or networks if they are concerned about my or anyone else's safety or behaviour.
- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into school/setting then **it is to be handed in to the office and then collected at the end of the school/setting day.**
- 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 or to see help.

Acceptable Use of Technology for Staff, Visitors and Volunteers Statements

Staff Acceptable Use of Technology Policy (AUP)

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use ST Katharine'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 children/pupils/students, 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 our expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school/setting 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 Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the St Katharine's or accessed by me as part of my role within St Katharine's professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that our Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school/setting child protection/online safety policy, staff behaviour policy
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/setting ethos, school/setting 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 children.
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 not allowed; (if allowed) this use at the school/setting's discretion and can be revoked at any time.
6. Where I deliver or support remote/online learning, I will comply with the school remote/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 protect the devices in my care from unapproved access or theft for example not leaving devices visible or 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 the the HT
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Headteacher.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK 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 .
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 or school approved/provided VPN.
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 the Headteacher as soon as possible.
17. If I have lost any school related documents or files, I will report this to the Headteacher and school/setting Data Protection Officer as soon as possible.
18. Any images or videos of children will only be used as stated in the school camera and image use policy I understand images of children must always be appropriate and should only be taken with school provided equipment and only be taken/published where children 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 St Katharine's as detailed in child protection and online safety, 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 Headteacher in line with the school/setting child protection/online safety policy. .
21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in child protection, online safety, remote learning AUP.
22. I will promote online safety with the children 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 children 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) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any children who may be impacted by the content.
 - Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
 - make informed decisions to ensure any online safety resources used with [children](#) is appropriate.
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.

Mobile devices and smart technology

24. I have read and understood the school mobile and smart technology and social media policies which addresses use by children/pupils/students and staff.
25. 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 behaviour policy/code of conduct and the school/setting mobile technology policy and the law. .

Online communication, including use of social media

26. 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 behaviour policy/code of conduct, social media policy and the law.
27. As outlined in the staff behaviour policy/code of conduct and school social media policy:
 - I will take appropriate steps to protect myself and my reputation, and the reputation of the school/setting, online when using communication technology, including the use of social media.

- I will not discuss or share data or information relating to children , staff, school business or parents/carers on social media.
28. My electronic communications with current and past children 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 children , 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 children and/or their parents/carers.
 - If I am approached online by a current or past children or parents/carers, 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 or other relevant policies will be discussed with the DSL and/or headteacher . .

Policy concerns

29. 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.
30. 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.
31. 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.
32. I will report and record any concerns about the welfare, safety or behaviour of children or parents/carers online to the DSL in line with the school child protection policy.
33. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher , in line with school/ child protection policy and the allegations against staff policy.

Policy Compliance and Breaches

34. 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 the headteacher
35. 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.

- 36. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- 37. 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 behaviour policy/code of conduct.
- 38. 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 Katharine’s 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 St Katharine's 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, either provided to me by the school/ g or accessed by me as part of my role within St Katharine's professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email. data and data storage, remote learning systems and communication technologies.
2. I understand that St Katharine's AUP should be read and followed in line with the school staff behaviour policy/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.
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

1. **Classroom practice**
2. I understand that I am not allowed to take images or videos of children .
3. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children .
4. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the children/pupils/students in my care.
5. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school/setting community, I will report this to the DSL and Headteacher, in line with the school child protection/online safety policy.

6. 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 mobile devices and smart technology

7. In line with the school mobile and smart technology policy, I understand that personal use of mobile phones should only happen within the staffroom.

Online communication, including the use of social media

8. 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 child protection/online safety/social media policy .
 - I will not discuss or share data or information relating to children , 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/behaviour policy and the law.
9. My electronic communications with children, 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 DSL and headteacher

Policy compliance, breaches or concerns

10. 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 and the headteacher .
11. 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/setting provided devices and school/setting systems and networks including school/setting provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school/setting 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.
12. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead in line with the school child protection policy.
13. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher , in line with the allegations against staff policy.

14. 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.

15. 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 Katharine's 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 our Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy (**any other relevant policies such as data security, child protection, online safety**) which all children /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 as soon as possible.
- 14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding) or the headteacher .
- 15. 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 St Katharine’s Wi-Fi Acceptable Use Policy.

Name

Signed:Date (DDMMYY).....

Acceptable Use Policy (AUP) for Remote/Online Learning

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

- LGfL: [Safeguarding Considerations for Remote Learning](#)
- SWGfL: [Which Video Conference platform is best?](#)

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

- Local guidance:
 - Kelsi:
 - [Online Safety Guidance for the Full Opening of Schools](#)
 - The Education People: [Covid-19 Specific Safeguarding Guidance and Resources](#)
 - [‘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](#)
 - NSPCC: [Undertaking remote teaching safely](#)
 - Safer Recruitment Consortium: [Guidance for safer working practice](#)

Remote/Online Learning AUP Template - Staff Statements

ST Katharine’s Staff Remote/Online Learning AUP

The Remote/Online Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of school community when taking part in remote/online learning, for example following any full or partial school closures.

Leadership oversight and approval

1. Remote/online learning will only take place using Teams, Purple Mash, Espresso and Collins.
 - The above have been assessed and approved by the headteacher/a member of Senior Leadership Team (SLT).
2. Staff will only use school managed or specific, approved professional accounts with children **and** parents/carers.
 - Use of any personal accounts to communicate with children and/or parents/carers is not permitted.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed Designated Safeguarding Lead (DSL).
 - Staff will use work provided equipment where possible, for example, a school/setting laptop, tablet, or other mobile device. **If not clear expectations are in place in relation to safeguarding and data security when using personal devices, for example, using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.**
3. Online contact with children **and** parents/carers will not take place outside of the operating times as defined by SLT:
 - 8am -5pm are agreed times

4. All remote/online lessons will be formally timetabled; **a member of SLT, DSL and/or head of department is able to drop in at any time.**
5. Live-streamed remote/online learning sessions will only be held with approval and agreement from the headteacher/a member of SLT.

Data Protection and Security

6. Any personal data used by staff and captured by Teams when delivering remote 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 .
8. All participants will be made aware that [Teams](#) 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 St Katharine's community will be given access to [Teams](#).
11. Access to [Teams](#) will be managed in line with current IT security expectations.

Session management

12. Staff will record the length, time, date, and attendance of any sessions held.
13. Appropriate privacy and safety settings will be used to manage access and interactions.
14. When live streaming with children
 - contact will be made via children's **school** provided email accounts **and** logins.
 - staff will have the ability to mute/disable children's videos and microphones.
 - at least 2 members of staff will be present.
 - If this is not possible, SLT approval will be sought.
15. 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.
 - Children **and** parents/carers should not forward or share access links.
 - If children/ or parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
 - Children are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carers or another appropriate adult.
16. Alternative approaches and/or access will be provided to those who do not have access.

Behaviour expectations

- 17. Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
- 18. 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.**
- 19. Staff will remind attendees of behaviour, expectations and reporting mechanisms at the start of the session.
- 20. When sharing videos and/or live streaming, 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.**
- 21. 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

- 22. Participants are encouraged to report concerns during remote and/or live-streamed sessions:
 - **For children reporting concerns to the member of staff running the session, telling a parent/carer etc.**
- 23. 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 Headteacher
- 24. 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.
- 25. Sanctions for deliberate misuse may include **restricting/removing use, contacting police if a criminal offence has been committed.**
- 26. Any safeguarding concerns will be reported to Designated Safeguarding Lead, in line with our child protection policy.

<p>I have read and understood the St Katharine's Acceptable Use Policy (AUP) for remote/online learning.</p> <p>Staff Member Name:</p> <p>Date.....</p>
